webTA 3.8

Timekeeper’s Guide

Document History

Date	Revision	Description	Author
10/02/08	t	Released draft.	Bruce McGarvey

Contents

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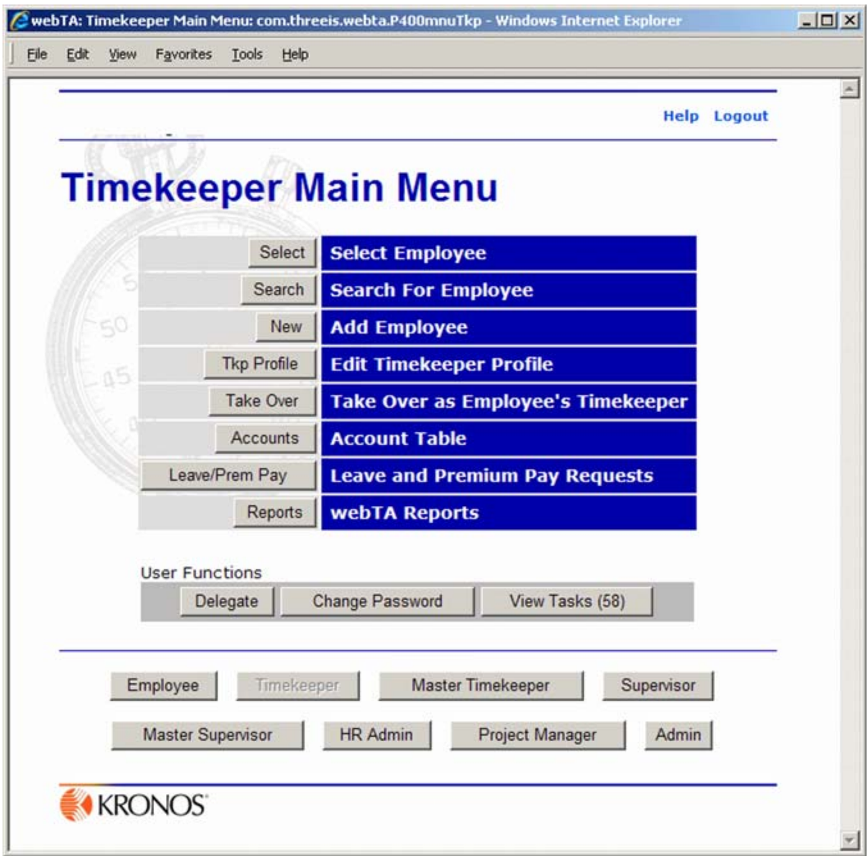
Introduction

The purpose of this document is to provide Timekeepers information needed to use webTA for fulfilling the Timekeeper job functions available in this application. It is not intended to provide you with information about basic procedures such as logging in, searching for employees, or getting help. For information on how to use the basic functions of webTA, see the document *webTA Basics*.

The Timekeeper Main Menu page opens when a Timekeeper logs in.



This page provides access to all time and attendance functions for a Timekeeper.

Timekeeper access to employee records is restricted to employees who are assigned to the given Timekeeper. For these employees, Timekeepers can:

- Enter and validate T&A data on behalf of their employees
- Review an employee's previously certified T&A data
- Manage an employee's Employee Profile

- Add new accounts
- View leave and premium pay requests
- Add new employees

Within webTA, there are specific types of employee information managed by the Timekeeper. For organizations that use timekeeper-based data entry, Timekeepers enter time and attendance information, including hours worked and hours absent.

Once all information for an employee in a given pay period is entered, the Timekeeper validates the T&A record.

Searching for employees as Timekeeper

The Search for Employee page for Timekeepers functions according to the description in *webTA Basics*, except that the Timekeeper has the options to search by:

- Employee’s timekeeper
- T&A type
- Pay period

Refer to *webTA Basics* for detailed information on searching.

If the Timekeeper is a delegate for more than one Timekeeper, or if they are both an actual Timekeeper and another Timekeeper’s delegate, they can configure the search to only display employees assigned to a particular Timekeeper.

The **T&A Type** field lets you limit T&A records to those records meeting these criteria:

- **Corrections** displays T&A records in the system that have been corrected.
- **Unvalidated** displays records that have not been validated by either the employee or the Timekeeper.
- **Validated** displays records which have been validated by the employee or the Timekeeper, but which have not yet been certified by the Supervisor.
- **Certified** displays records that have been both validated and certified, but not yet built.
- **No Profile** displays records for which no T&A profile data has yet been stored. Records must have T&A profile data recorded before time can be entered for that record.

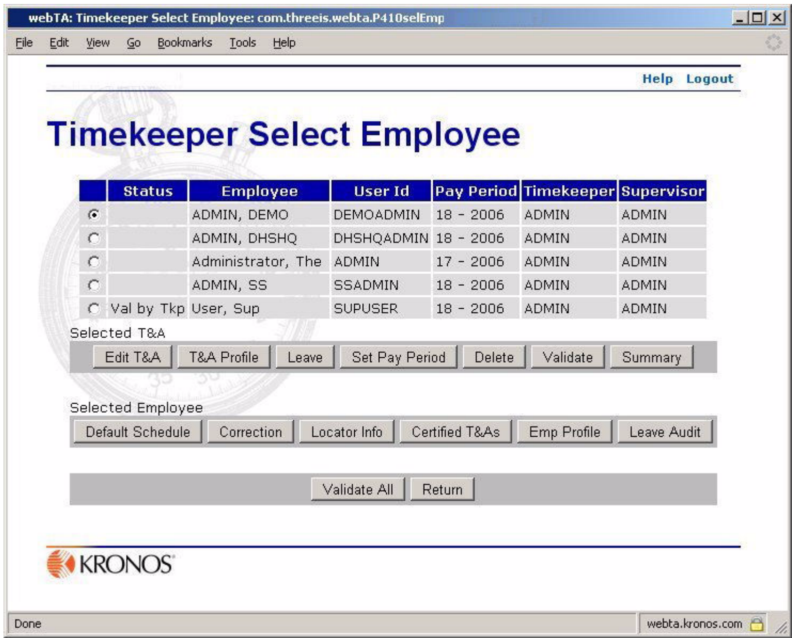
The **Pay Period** field lets you restrict the records displayed, based on the pay period.

- **Current** matches records for the current pay period.
- **Previous** matches records for the previous pay period that are typically completed records that need to be certified and built.
- **Older** matches records not in the current or previous pay periods.

Once search results are returned, you can perform T&A and other activities for the list of returned employees.

Selecting employees

Most Timekeeper tasks are managed from the Timekeeper Select Employee page, which opens when you click **Select** on the Timekeeper Main Menu page.



The page contains a list of employees who are directly assigned to you or delegated to you, along with buttons that give you access to activities associated with processing information for employee T&A records.

If you have both directly assigned and delegated employees, directly assigned employees are shown first.

In the employee list, entries designated by **(C)** to the right of Pay Period are corrected time sheets.

The **Status** column of the employee list contains a status indicator for each T&A record. The column can contain one of these status types:

- **No Profile** – The T&A profile must be set by the Master Timekeeper for this employee for this pay period before other operations can be performed.
- **Val by Emp** – The employee has validated this record.
- **Val by Tkp** – The employee's Timekeeper has validated this record.
- **Val by MstrTkp** – The Master Timekeeper has validated this record.
- **Certified** – This record has been certified by the employee's Supervisor, and is ready to be built.
- **No Data** – A T&A profile for the employee exists, but no T&As have been entered.

Two groups of buttons follow the employee lists:

- Those in the **Selected T&A** section apply to the selected T&A.
- Those in the **Selected Employee** section apply to the selected person.

If there are multiple records for an employee, a regular T&A and one or more corrections, it doesn't matter which of the T&As you select for the list of functions.

The **Validate All** button is not associated with a selected record, but when clicked, validates records for the entire list of selected employees.

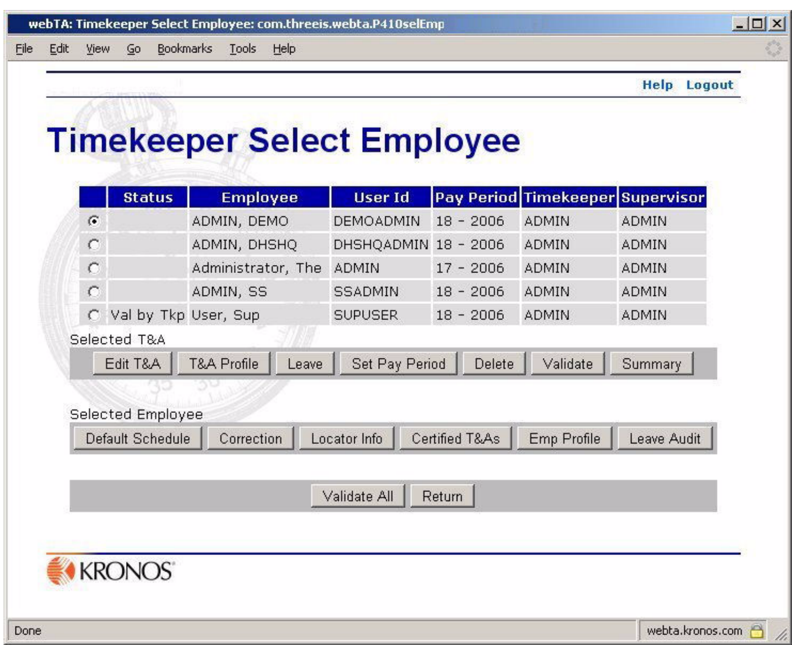
Entering and editing T&A data

Transactions are sorted into *work time* transactions and *leave and other time* transactions. The T&A Data page is used to enter time and account or other project information for time and attendance transactions.

To enter time worked for an employee:

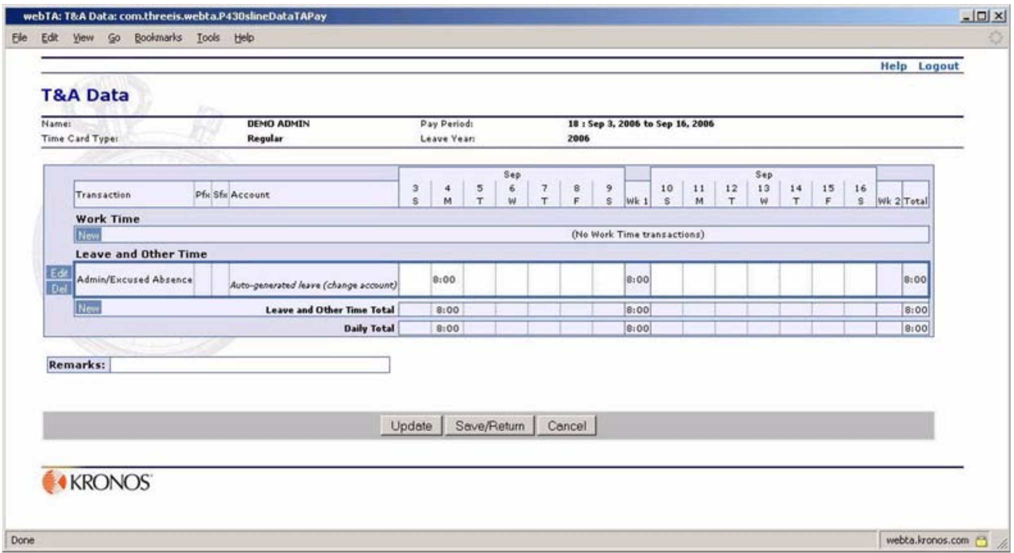
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. In either the Search Results or Select Employee page, click to select the employee line whose time you want to enter, then click **Edit T&A**.

The employee’s T&A Data page opens.



3. Type the hours, by date, for the appropriate transaction in the **Work Time** section.

   See the guide *webTA Basics* for details about how webTA handles time entry.

4. If you want to update the T&A Data page, but do not want to close the page yet, or if want to do further work with the employee’s T&A data, click **Update**.

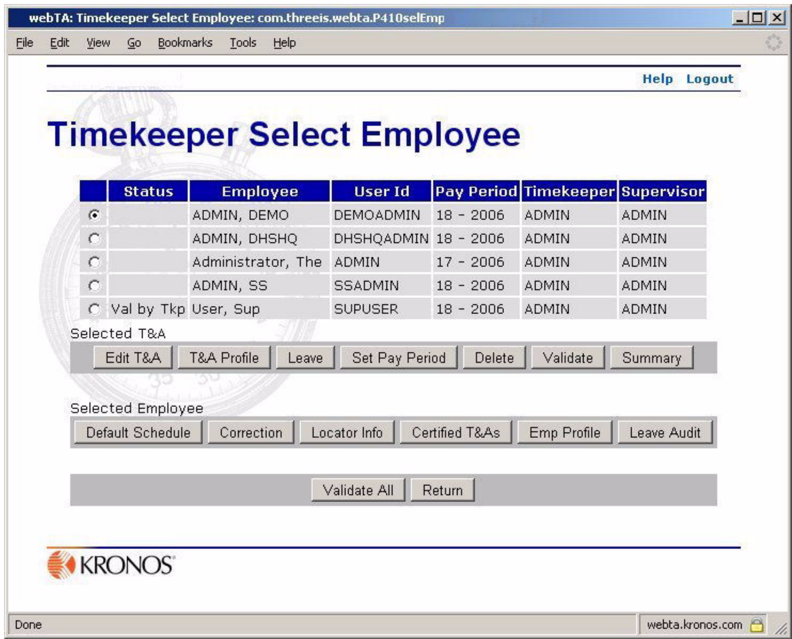
   \- OR -

   If you are finished entering or editing the T&A data, click **Save/Return**.

To add a new work time transaction:

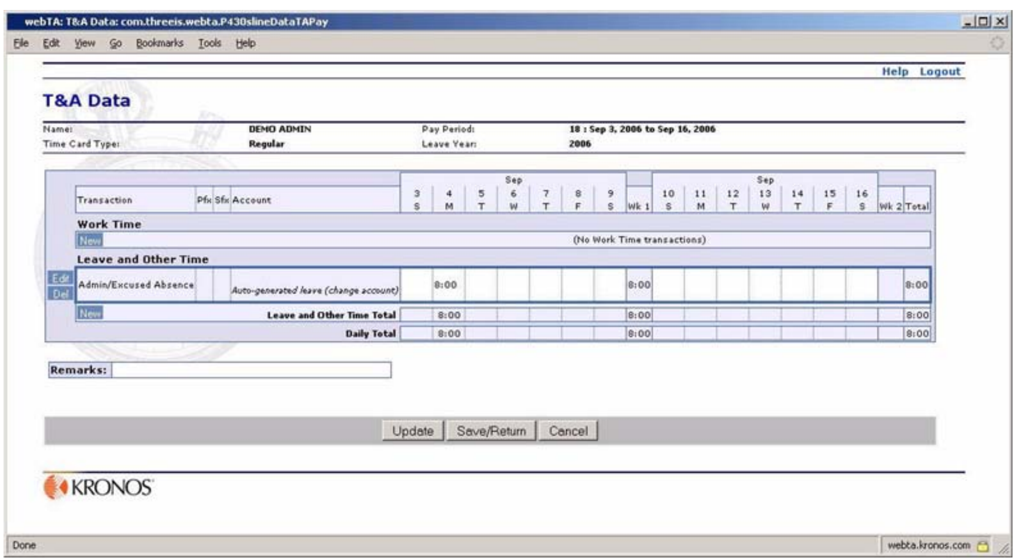
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



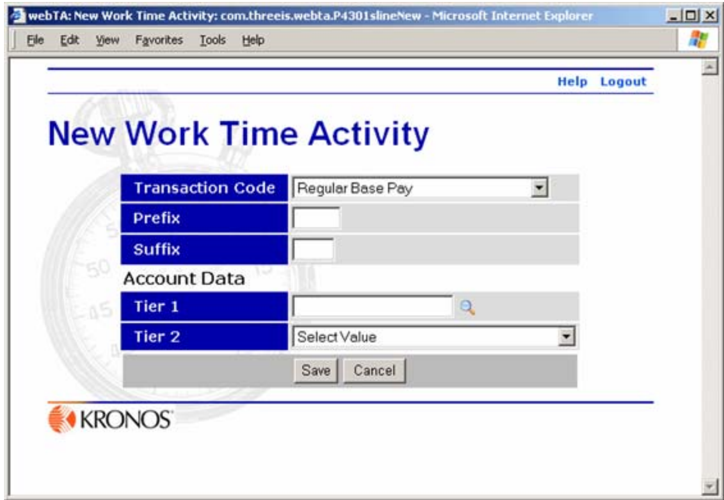
2. Click to select the employee whose time you want to enter, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, click **New**.

   The New Work Time Activity page opens.



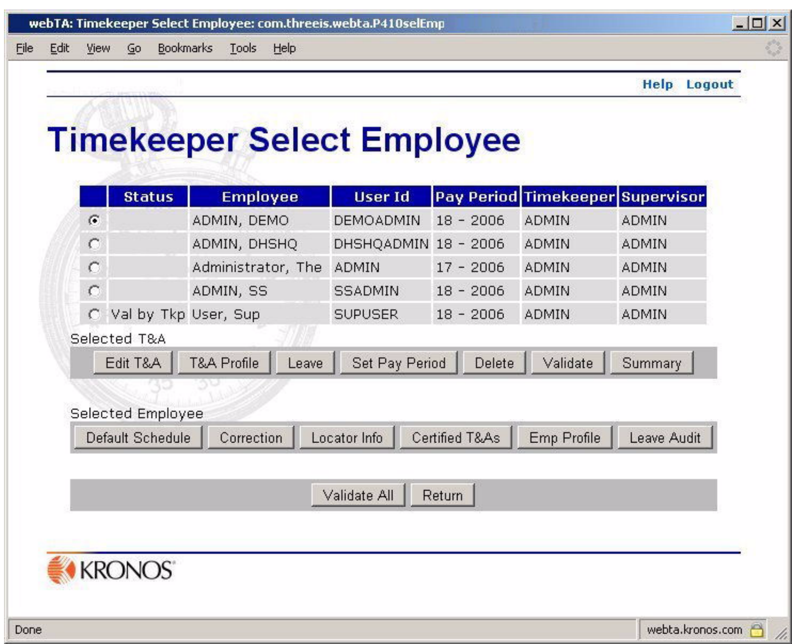
4. Enter the information for the new transaction by selecting it from the appropriate lists or typing in the text boxes, then click **Save**.

   The **Work Time** section on employee's T&A Data page displays the new transaction.

To add a new Leave or Other Time transaction:

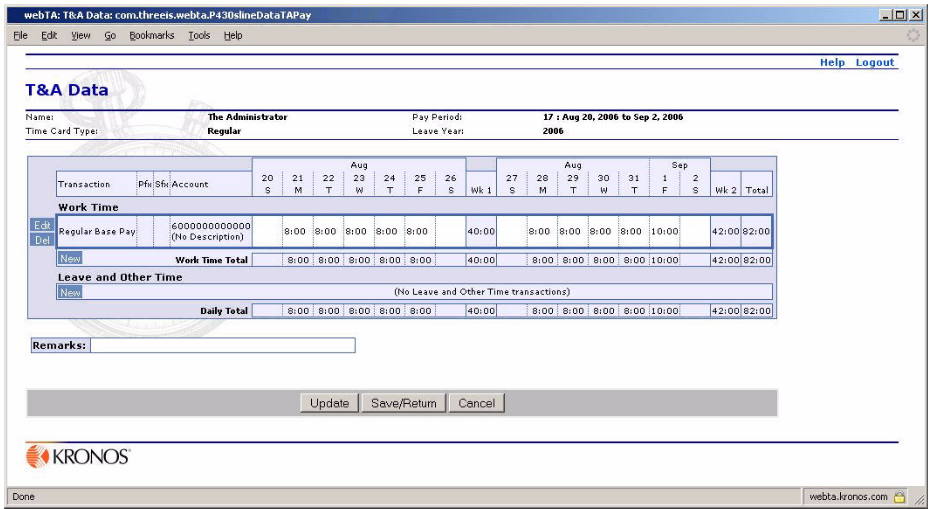
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



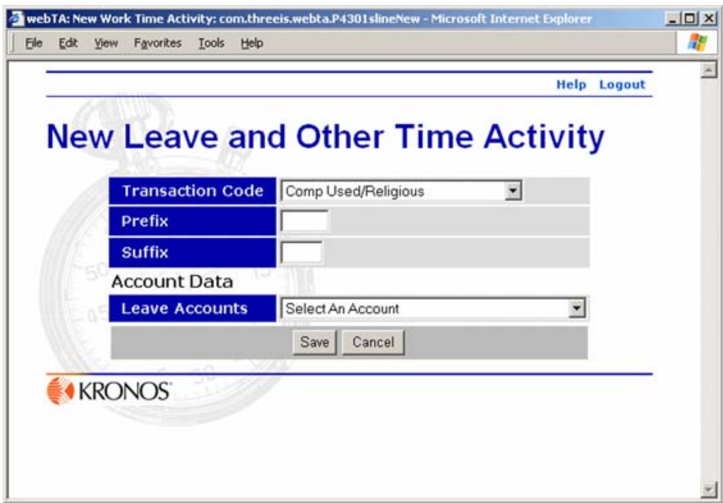
2. Click to select the employee, then click **Edit T&A**.

The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **New**.

   The New Leave and Other Time page opens.



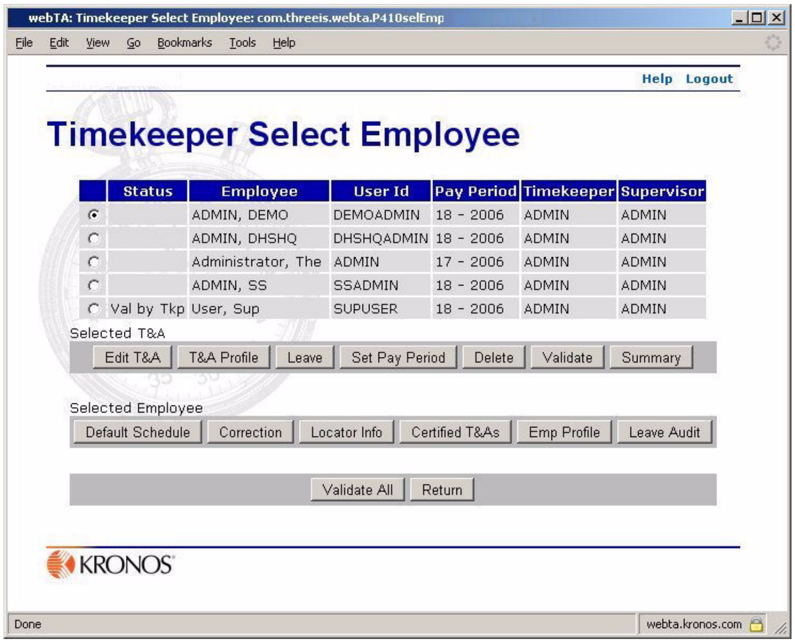
4. Enter the information for the new transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The **Leave and Other Time** section of employee's T&A Data page changes to reflect the modifications you made

To edit a work time transaction:

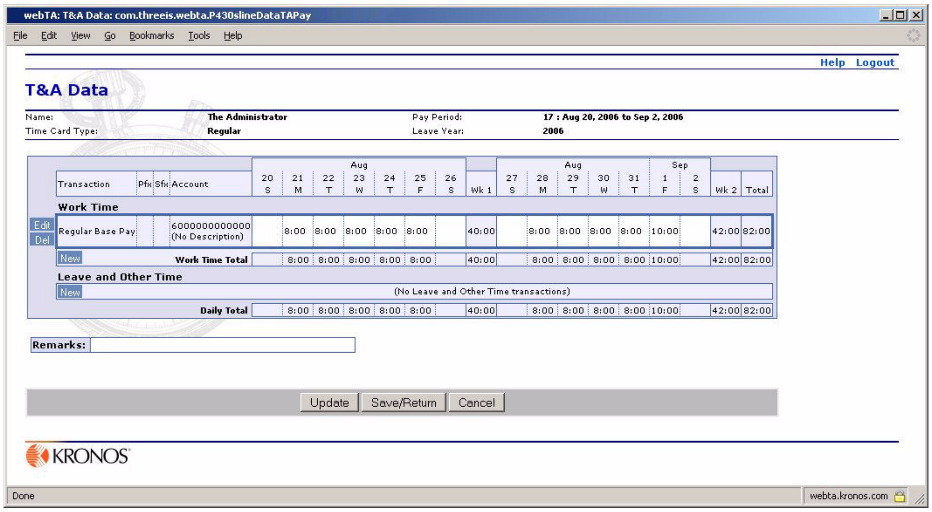
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



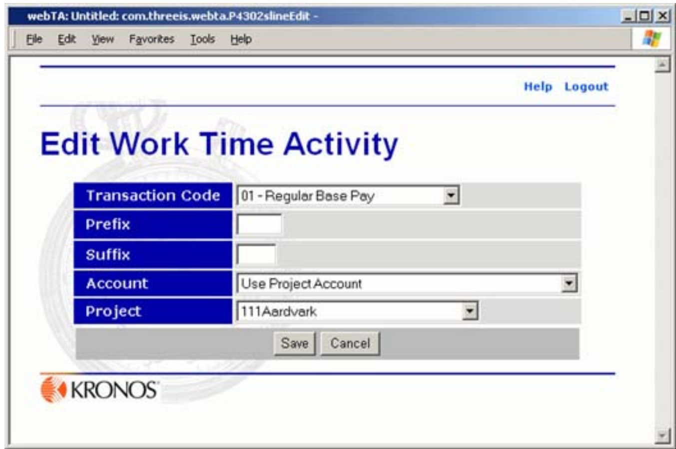
2. Click to select the employee whose time you want to edit, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, click **Edit** next to the transaction you want to edit.

   The Edit Work Time Activity page opens.



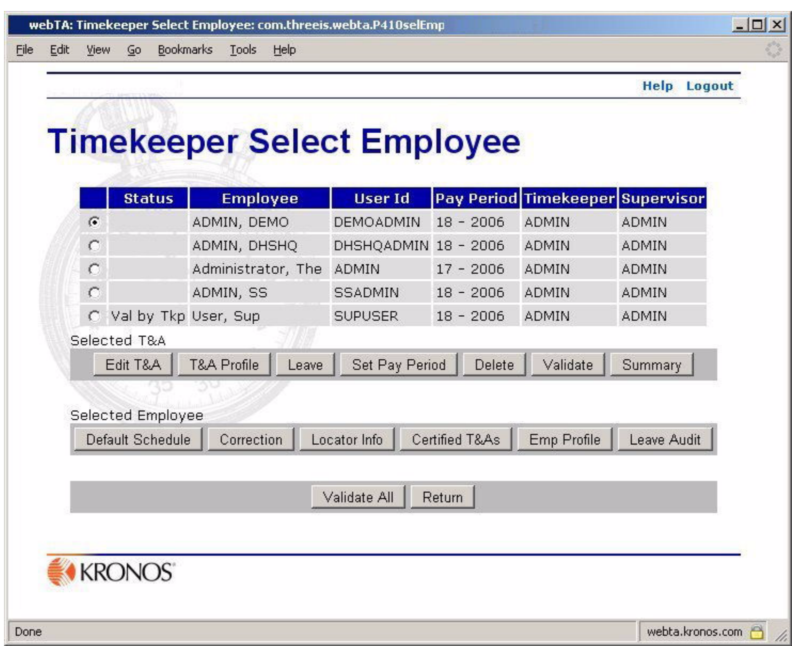
4. Enter the new information for the transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The **Work Time** section on the employee's T&A Data page changes to reflect the modifications you made.

To edit a Leave or Other Time transaction:

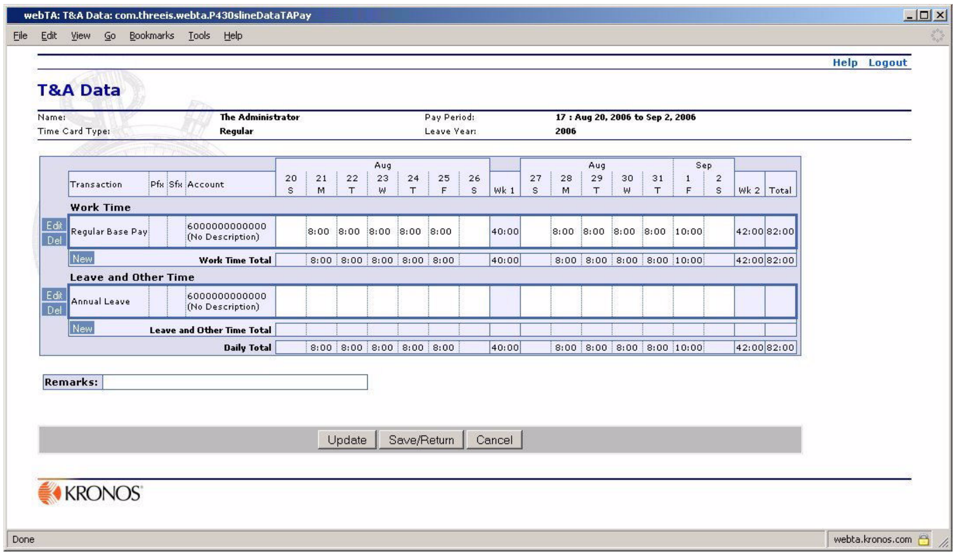
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



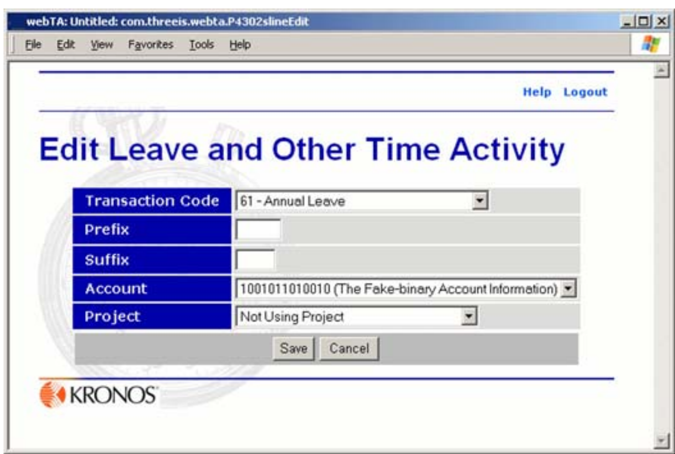
2. Click to select the employee, then click **Edit T&A**.

The employee's T&A Data page opens.



3. In the **Leave and Other Time** section, click **Edit** next to the transaction you want to edit.

   The Edit Leave and Other Time Activity page opens.



4. Enter the new information for the transaction by selecting it from the appropriate lists or typing it in the text boxes, then click **Save**.

   The **Leave and Other Time** section of the employee's T&A Data page changes to reflect the modifications you made.

Entering time worked

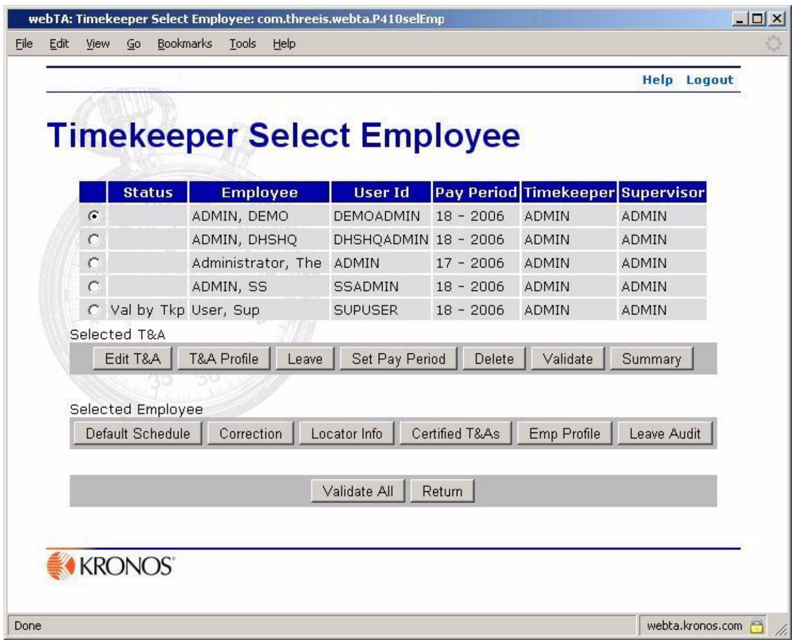
Enter the daily totals of time to charge to the transaction. The daily hours should be recorded as hours and minutes, in 15 minute increments. You may enter the number of hours, a colon, and the number of minutes.

Alternatively, you may enter the hours, a period, and a decimal fraction. Time entered in this way will be converted to hours and minutes, rounding to the nearest 15 minute increment. For example, webTA converts 3.5 to 3:30.

To enter time worked for an employee:

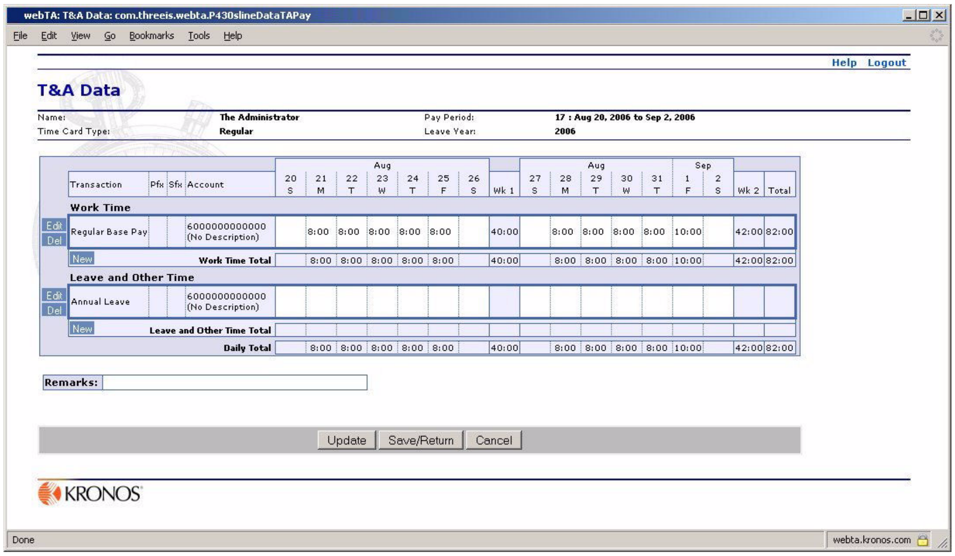
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. Click to select the employee, then click **Edit T&A**.

   The employee’s T&A Data page opens.



3. In the **Work Time** section, click in the box for the date for which you want to record time worked.
4. Type in the time worked for that date.
5. If necessary, repeat the preceding two steps to add additional times worked.
6. If you want to update the page to reflect your changes, but do not want to close the employee's T&A Data page yet, click **Update**.

   \- OR -

   If you want to save your work and return to the Timekeeper Select Employee page, click **Save/Return**.

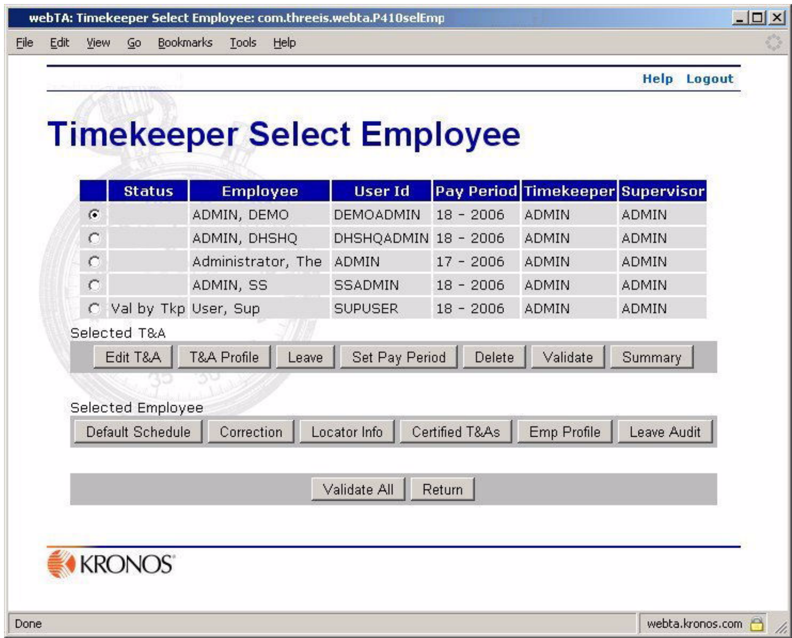
Editing time worked

The **Work Time** section of the T&A Data Entry page contains the employees time and attendance work time transactions.

To edit time worked:

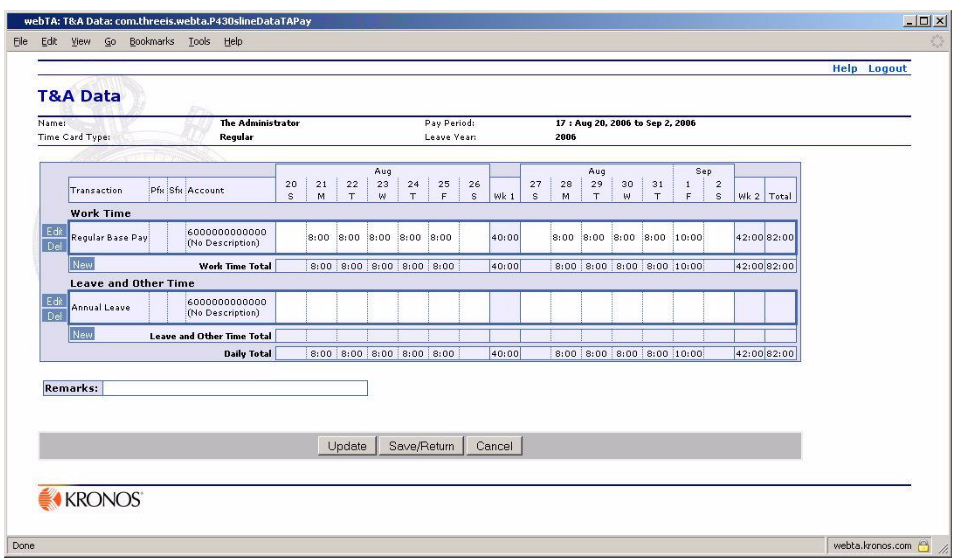
1. Select, or search for and select, the employee.

   If you searched for the employee, the Search Results page opens. If you chose to select the employee, the Select Employee page opens listing the employees who you are Timekeeper for.



2. Click to select the employee, then click **Edit T&A**.

   The employee's T&A Data page opens.



3. In the **Work Time** section, highlight the time in the box for the date for which you want to modify time worked.
4. Type in the new time worked for that date.
5. If necessary, repeat the preceding two steps to modify additional times worked.

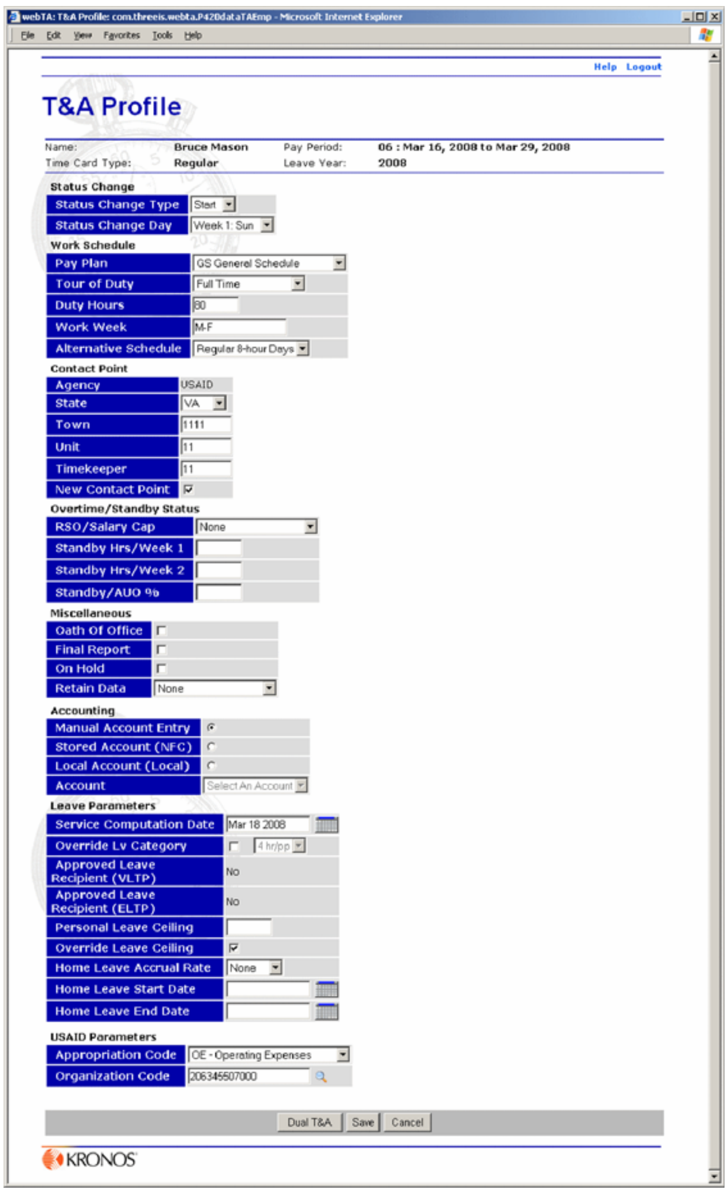
6. If you want to update the page to reflect your changes, but do not want to close the employee's T&A Data page yet, click **Update**.

   \- OR -

   If you want to save your work and return to the Timekeeper Select Employee page, click **Save/Return**.

About the T&A Profile

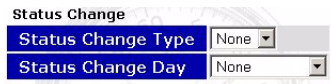
An employee's T&A Profile opens by clicking **T&A Profile** after selecting an employee on the Search Results page or the Timekeeper Select Employee page.



The information on the T&A Profile page identifies an employee's basic payroll profile, including tour of duty and pay plan. An employee's T&A Profile can be edited by the Timekeeper.

Additional fields are available for special case T&A reporting. The sections that follow detail segments of the T&A Profile page.

Status Change

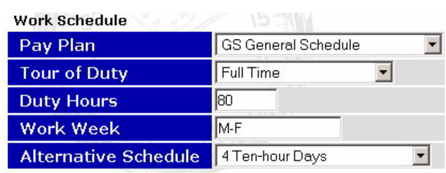


The fields in the **Status Change** section of the T&A Profile are used to indicate status changes in an employee's profile information.

Status Change Type indicates the type of status change. The field can have the values *None*, *End*, or *Start*. (*End* and *Start* apply only when the employment status actually starts or ends in a given pay period.)

The **Status Change Type** field is used to determine the day of the status change. If the **Status Change Type** field is set to *Start* or *End*, **Status Change Type** must be selected to show the day of the change. The field contains fourteen selections, one for each day of the pay period. If no status change is needed, the field should be set to *None*.

Work Schedule



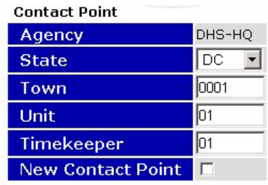
All Work Schedule section fields must be completed before the T&A Profile form can be saved.

These are the fields in the section:

- **Pay Plan** displays the pay plan.
- **Tour of Duty** displays the tour of duty.
- **Duty Hours** displays the employee's scheduled biweekly hours.

  For full time employees this number should usually be 80.
- **Work Week** displays the employee's regular hours.
- **Alternative Schedule** displays the alternative or compressed work schedule.

Contact Point

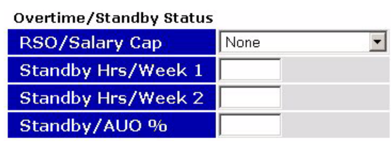


The **Contact Point** section of the T&A Profile is populated from the employee's Timekeeper's Timekeeper Profile. All Contact Point fields are required fields. The **Contact Point** section is a read-only page for the Timekeeper. These are the fields in the **Contact Point** section:

- **Agency** – Your agency
- **State** – The state code.
- **Town** – The 4-digit town code for the employee's duty station.
- **Unit** – The 2-digit NFC Unit code.
- **Timekeeper** – Your 2-digit unit Timekeeper code.

If the employee's contact point information changed during a pay period, the **New Contact Point** check box is selected.

Overtime/Standby Status

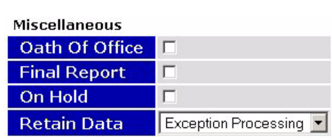


RSO/Salary Cap – The Timekeeper or Master Timekeeper must enter an employee's regularly scheduled overtime hours in the first, the second, or both weeks of the pay period. This field is also used to indicate employees who are authorized to exceed the salary cap.

Standby Hrs/Week 1 and **Standby Hrs/Week 2 –** Employees may be entitled to premium pay for standby duty. Hours must be requested and approved by a personnel action. Entries are only required for the pay periods during which the standby hours begin, change, or end. The Timekeeper or Master Timekeeper must enter the number of Standby or AUO hours in the appropriate field.

Standby/AUO Percent – The Timekeeper or Master Timekeeper must enter the applicable percentage for the number of hours of standby used in week 1 and week 2 or the Administratively Uncontrollable Overtime percentage. Enter 99 to end standby hours.

Miscellaneous



Oath of Office – Select this option if this is the first T&A for this employee within your agency (that is, an accession to duty).

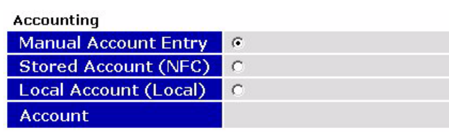
Final Report – Select this option if this is the last T&A for this employee (that is, a separation from duty).

On Hold – Clear this check box when a T&A report is not required for an employee, for example when the employee is on extended leave without pay. The employee can still access the webTA system, but no T&A is generated until you deselect the check box.

Retain Data - These options lets the Timekeeper and Master Timekeeper control how much and what type of data is maintained from one pay period to the next. The options available include:

- **None** to delete all payroll information at the beginning of each pay period
- **All** to save all payroll information
- **TCs and Accounts** to delete only the hours while retaining the transaction information and accounting
- **Restore from Default** to copy the information in the employee's default schedule to the payroll forms
- **Exception Processing** to clear exceptions from the payroll forms

Accounting



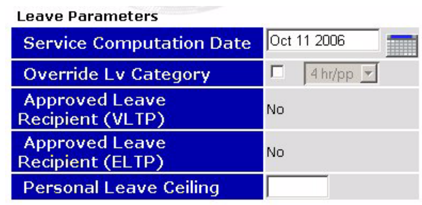
Selecting the **Manual Account Entry** option has the employee or Timekeeper choose the account individually for each transaction included in the time card.

Selecting the **Stored Account (NFC)** option processes all transactions using the account stored by NFC. The account is not set in the build file, and the account section on the time card shows “Using Stored Account” instead of showing the actual account. All time card transactions use the same account.

Selecting the **Local Account (Local)** option sets the system so that the employee always uses the same account number from accounts stored locally (not stored at NFC).

The **Account** field shows the account applied to the T&A when Stored Account (NFC) or Local Account (Local) has been selected.

Leave Parameters



Service Computation Date is used to determine the employee's annual leave earning category. When this field is correctly filled by the Master Timekeeper, webTA automatically adjusts the annual leave category when 3 and 15 years of service have been reached.

Override Lv Category is used to set the Annual Leave Category for the employee. By default the Annual Leave Category is calculated based upon the Service Computation Date, and is not editable. The Master Timekeeper may override the default Annual Leave Category by selecting the **Override Lv Category** check box, and then selecting the Annual Leave Category from the list.

Approved Leave Recipient (VLTP) indicates that, in the pay period, the employee is eligible for Voluntary Leave Transfer time.

Approved Leave Recipient (ELTP) indicates that, in the pay period, the employee is eligible for Emergency Leave Transfer time.

Personal Leave Ceiling – Under certain circumstances (for example, upon returning from overseas duty) employees are entitled to carry more than 240 hours from one leave year to the next. The employee's personal leave ceiling is entered by the Master Timekeeper in this field.

Nothing needs to be entered in this field if the employee is subject to the standard 240-hour limitation. webTA automatically adjusts the employee's annual leave balance and the personal leave ceiling, as necessary, in the first pay period of the new leave year.

Override Leave Ceiling – The Timekeeper can set an alternative leave ceiling for an Employee. Selecting this option overrides the automatic reset of the leave ceiling at the end of the calendar year, preserving the override value.

Home Leave Accrual Rate – The Timekeeper can set an alternative home leave accrual rate for an Employee. Selecting this option overrides the automatic reset of the accrual rate at the end of the calendar year, preserving the override value.

Home Leave Start Date – The first date the employee is eligible for home leave.

Home Leave End Date – The last date the employee is eligible for home leave.

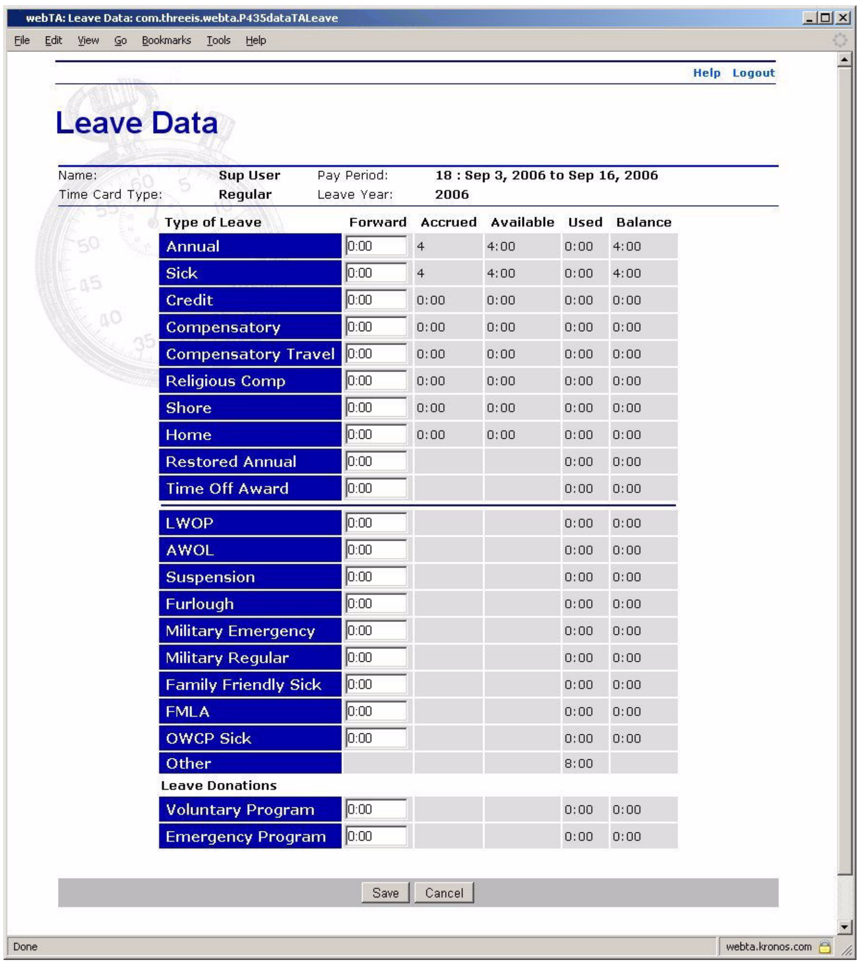
USAID Parameters

Appropriation Code – The code for the appropriation under which the employee works.

Organization Code – The inernal USAID organization code.

About the Leave Data page

An employee's Leave Data page opens by clicking **Leave** after selecting an employee on the Search Results page or the Timekeeper Select Employee page.


webTA: Leave Data: com.threeis.webta.P435dataTALeave

File Edit View Go Bookmarks Tools Help

Help Logout

Leave Data

Name: Sup User Pay Period: 18 : Sep 3, 2006 to Sep 16, 2006
Time Card Type: Regular Leave Year: 2006

Type of Leave	Forward	Accrued	Available	Used	Balance
Annual	0:00	4	4:00	0:00	4:00
Sick	0:00	4	4:00	0:00	4:00
Credit	0:00	0:00	0:00	0:00	0:00
Compensatory	0:00	0:00	0:00	0:00	0:00
Compensatory Travel	0:00	0:00	0:00	0:00	0:00
Religious Comp	0:00	0:00	0:00	0:00	0:00
Shore	0:00	0:00	0:00	0:00	0:00
Home	0:00	0:00	0:00	0:00	0:00
Restored Annual	0:00			0:00	0:00
Time Off Award	0:00			0:00	0:00
LWOP	0:00			0:00	0:00
AWOL	0:00			0:00	0:00
Suspension	0:00			0:00	0:00
Furlough	0:00			0:00	0:00
Military Emergency	0:00			0:00	0:00
Military Regular	0:00			0:00	0:00
Family Friendly Sick	0:00			0:00	0:00
FMLA	0:00			0:00	0:00
OWCP Sick	0:00			0:00	0:00
Other				8:00	
Leave Donations					
Voluntary Program	0:00			0:00	0:00
Emergency Program	0:00			0:00	0:00

Save Cancel

Done webta.kronos.com

The Leave Data page lets the Timekeeper or the Master Timekeeper modify leave balances for a pay period.

With rare exceptions you only need to enter leave balance information on this page when adding a new employee. Exceptions include when a correction is performed, Military Regular Leave is used, or an annual leave category changes.

Once leave balances forward are entered, the system maintains the data based on entries on the T&A Data screen.

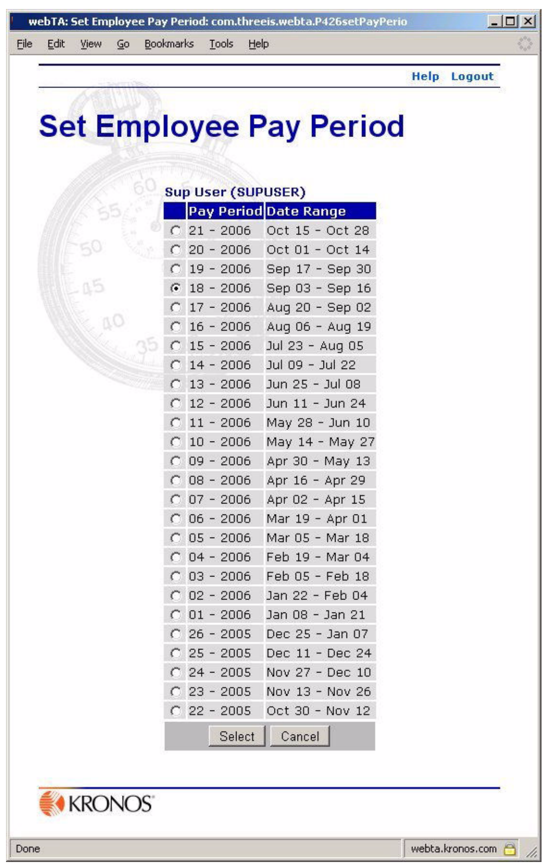
Part time employees must have Annual and Sick unapplied balances entered to properly calculate the annual and sick leave accruals.

The accrued values on the Annual and Sick leave lines of the page are calculated by the system. This applies to employees not entitled to an annual or sick leave accrual because of employment status or excess non-pay hours. On rare occasions, you may have to enter the annual and sick leave accruals. On such occasions, you will have access to those fields on this page. The only time this occurs is when there is a status change end or start in the middle of the pay period.

About the Set Employee Pay Period page

The Set Pay Period page is used to change an employee’s current pay period in situations in which an employee might not have entered time for a previous pay period, or his time was not validated, certified, and built for a previous pay period. The Set Pay Period function lets the Timekeeper change the employee’s pay period to correct these situations.

An employee’s Set Employee Pay Period page opens by clicking **Set Pay Period** after selecting an employee on the Search Results page or the Timekeeper Select Employee page.



The list of pay periods is determined by when the employee last had a certified T&A record.

- If the employee’s last certified record was the previous pay period, then there are no choices.

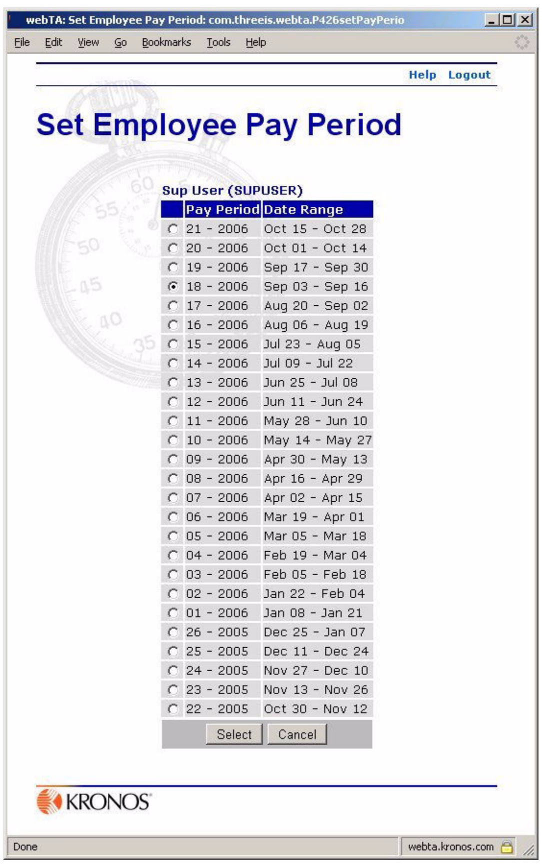
- If the employees last certified pay period was several pay periods before the current pay period, then all of the pay periods between the previously recorded and current pay period are listed.
- If the employee has never had a certified T&A record, then all pay periods for that calendar year can be chosen.
- If the employee's current T&A has leave transfer time used, then the pay periods cannot be changed.

The T&A record for a certified and corrected T&A cannot be changed.

To set an employee's pay period:

1. Select an employee on the Search Results page or the Timekeeper Select Employee page
2. Click **Set Pay Period**.

   The employee's Set Pay Period page opens.



3. Click to select the pay period from the table of pay periods, then click **Select**.

   webTA sets the employee's pay period.

Splitting T&A

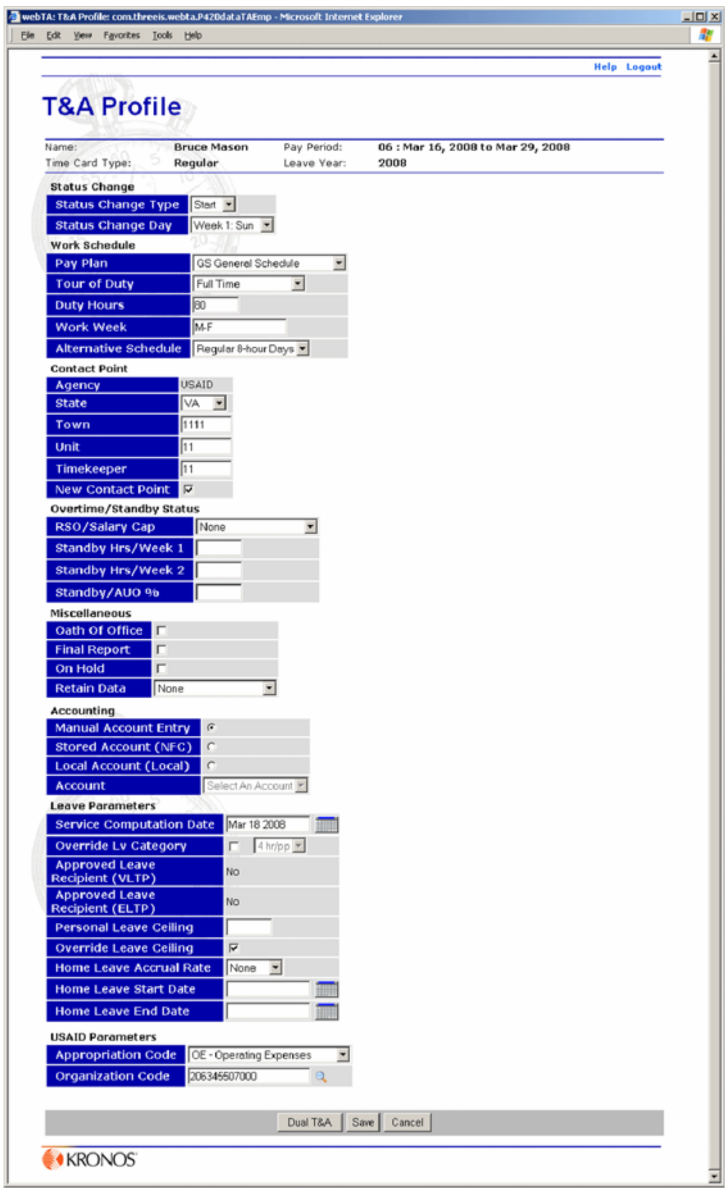
When an employee's T&A Profiles changes in mid pay period, such as when an employee changes contact points, work schedules, or overtime status, then a "split T&A" may be needed to update their profile to reflect the changes.

IMPORTANT: An employee who starts in the middle of a pay period or who leaves in the middle of a pay period would not have split T&A, but will have a change in status.

To change an employee's status using split T&A:

1. Select, or search for and select, the employee.
2. On the Search Results page, select the employee, then click **T&A Profile**.

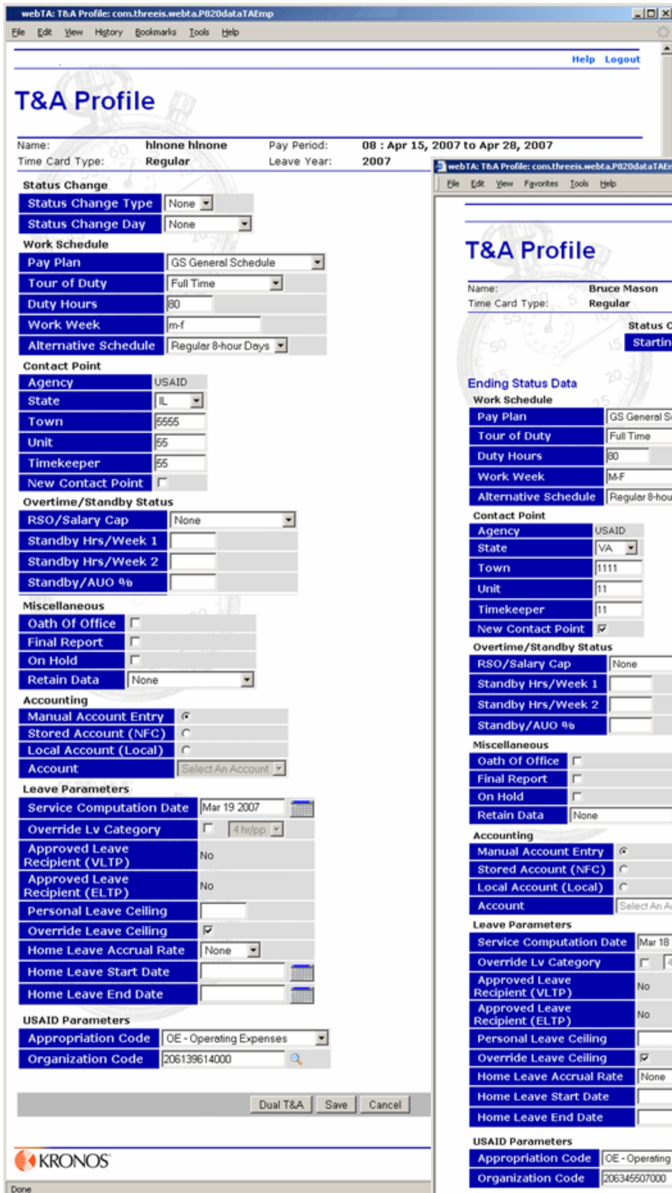
   The employee's T&A Profile page opens.



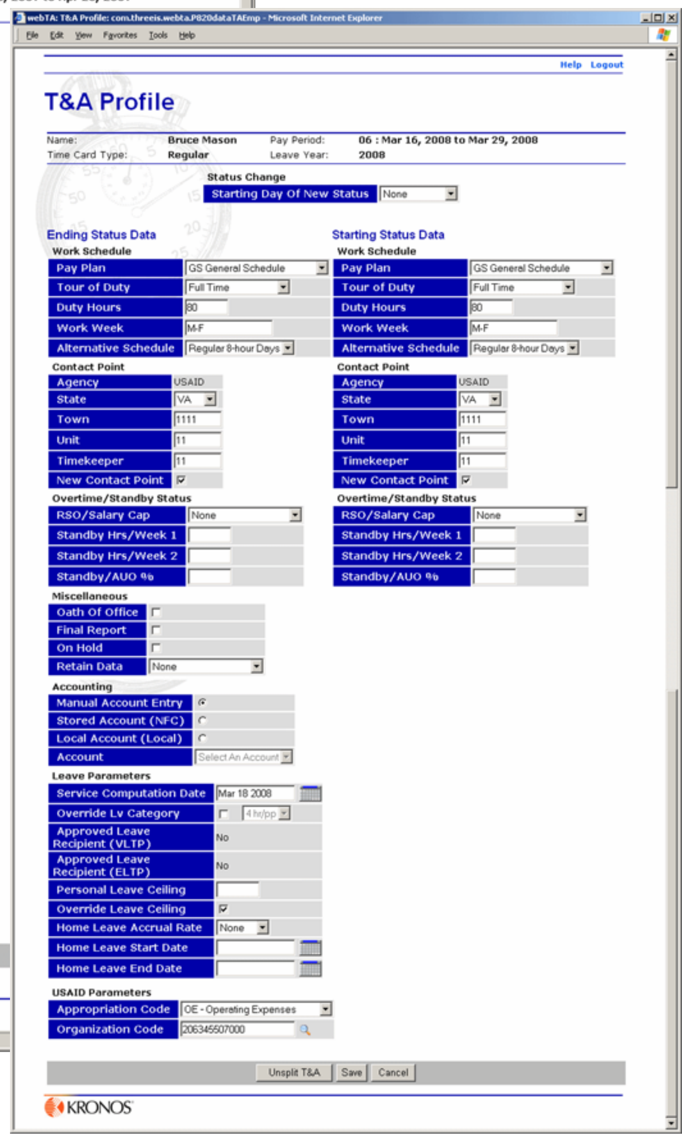
3. Click **Dual T&A**.

   The T&A Profile page "splits".

Dual ("split') view



Normal view



4. Select the starting date for the new status from the list at the top of the page.
5. In the **Starting Status Data** section, type in and selected the new status information from the lists.
6. Click **Save**.
7. If you want to return to the original T&A Profile view, click **Unsplit**.

   IMPORTANT! If you click **Unsplit T&A** before you click **Save**, any changes you've made to the split T&A Profile page, including status change information, are lost.

Deleting records

The Delete feature lets the Timekeeper or Master Timekeeper delete an *uncertified* corrected T&A record. A corrected T&A record is designated by **(C)**.

IMPORTANT! Once a record is certified, it cannot be deleted unless it is uncertified. Once it a certified record is included in a build, it cannot be deleted.

To delete a corrected T&A record:

- Select the record from the Select Employee or Search Results page, then click **Delete**.

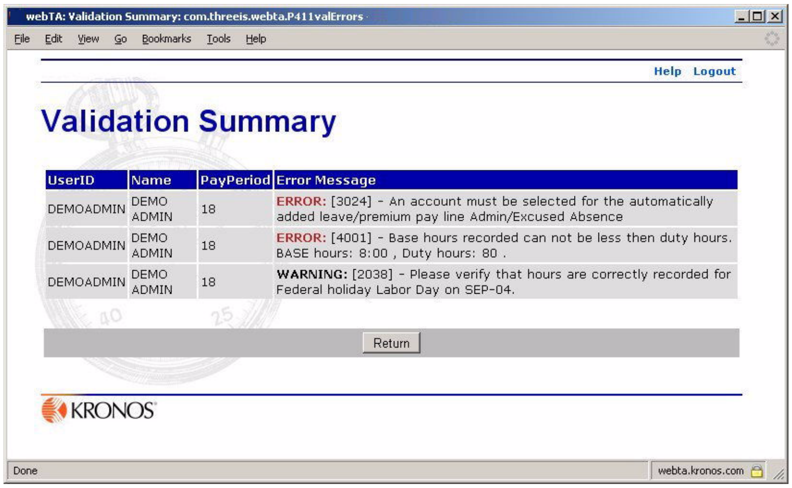
Validating records

Before data can be certified and transmitted to payroll, it must be validated. The Validation feature gives the Timekeeper or Master Timekeeper the ability to validate a given employee's T&A.

To validate individual employee records:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Validate**.

   A message indicates the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.



Timekeepers also have the option of validating all employees at one time by clicking **Validate All** on the Select Employee page.

To validate all employee records in a list:

- Click **Validate All** at the bottom of the Select Employee or Search Results page.

webTA indicates the progress of the validation. When validation is completed, the Validation Summary page opens, showing you the results of the validation.

IMPORTANT! Clicking **Validate All** on the Search Results page validates only those records for employees on that page, not all the employees assigned to you. Clicking **Validate All** on the Select Employees page validates all employees for whom you are the Timekeeper.

About validation summary messages

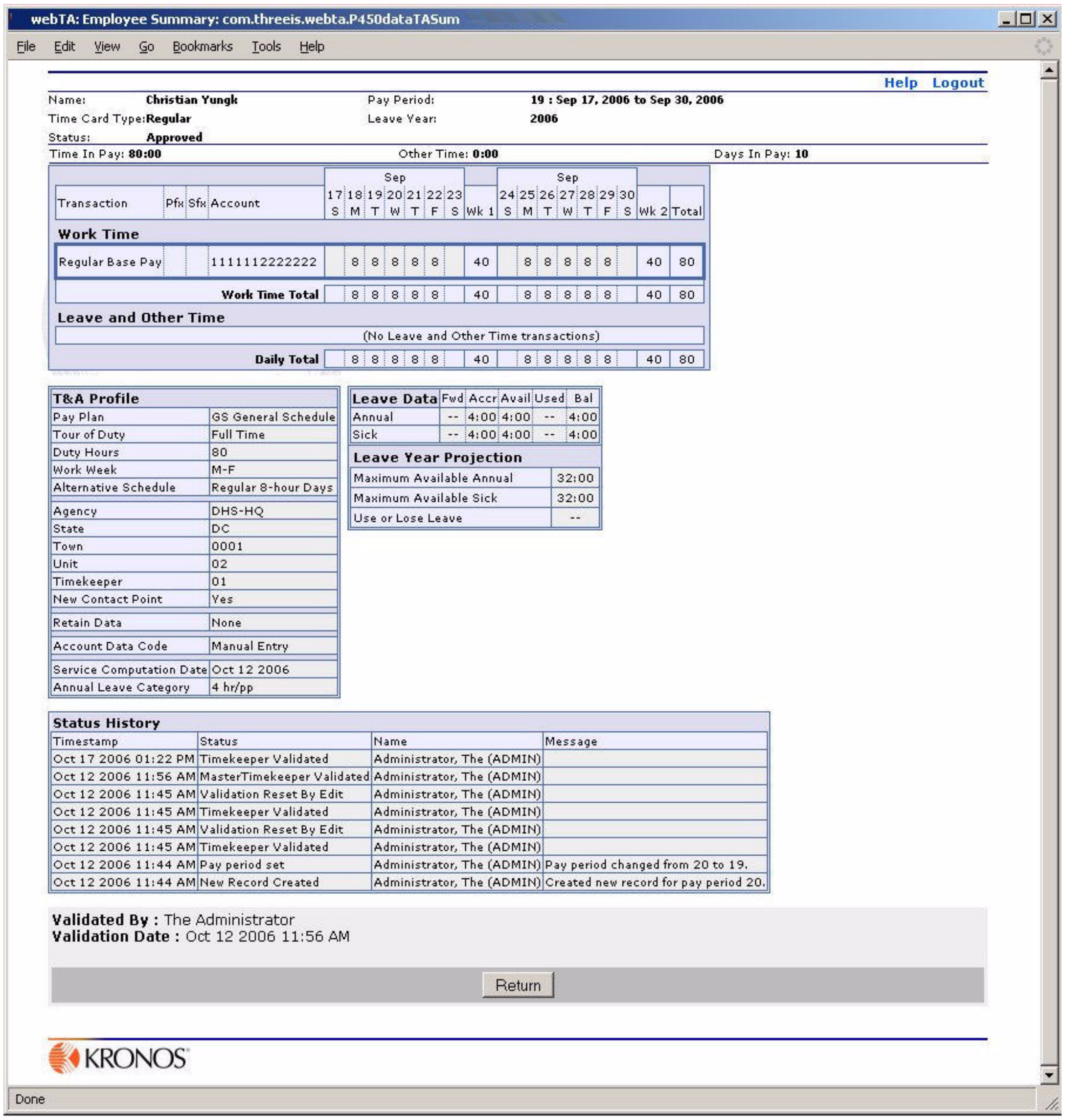
Two types of messages are generated during the validation: errors and warnings. Errors are identified in the **Error Message** column with the word "ERROR" in red. Errors are generated when the system has enough information to determine that data entered is incorrect. Errors occur for a number of reasons, most commonly when the daily, weekly or pay period tour of duty are not balanced or when unauthorized transaction codes for the employee's pay plan or tour are attempted to be used.

Warning messages are generated when the possibility of an error exists, but webTA does not have enough information to determine with certainty that an error has occurred. For example, prior approval is required before using certain transaction codes. If overtime hours are recorded, the system generates a warning because it does not know whether the employee has received prior approval.

Before a Supervisor can certify a T&A report, all errors must be corrected. Warnings should be checked before the Supervisor certifies the T&A report.

About the Summary page

The Summary page opens when you select an employee from the Select Employee or Search Results page, then click **Summary**.



The T&A Summary page is presented to the employee during affirmation as well as the view used by the Supervisor to certify the T&A record.

For Timekeepers, the T&A Summary page is a read-only view of the employee's T&A record. The page includes these sections:

- The employee overview at the top of the page contains employee profile information. The section contains such information as the employee's name, the Timecard Type, the Timecard Status, the pay period, and the leave year.
- The T&A data section displays a read-only version of the T&A transactions. The transactions are grouped by Work Time activities and Leave and Other Time transactions.
- **T&A Profile** displays the employee's T&A Profile for the current pay period.
- **Leave Data** displays the employee's leave balances for the current pay period.

- **Leave Requests**, **Leave Transfer Donations,** and **Premium Pay Requests** list all approved leave, leave donation, and premium pay requests for the pay period.
- **Leave Year Projection** displays the employee's annual and sick leave projections as of the current pay period. The section also contains the employee's used or lost leave as of the current pay period.
- **Status History** contains an audit log of all actions taken against the current T&A record.

About the Default Schedule page

The Default Schedule page lets the Timekeeper create or modify a default schedule for a selected employee. The default schedule is used by employees whose T&A data change little from one pay period to the next. To activate the Default Schedule function for an employee, that employee's **T&A Profile Retain Data** field must be set to either *Restore from Default* or *Exception Processing*.

webTA supports two types of default schedule processing:

- **Restore from Default** – Line of time entered into the default schedule is automatically entered into the employee's time sheet when the new pay period begins. Moving forward, the T&A data behaves normally.

  If the employee works a normal schedule with no changes, then no changes need to be made to the time sheet. If the employees time differs for a given pay period, then the employee must make the necessary changes on the Edit T&A Data page.

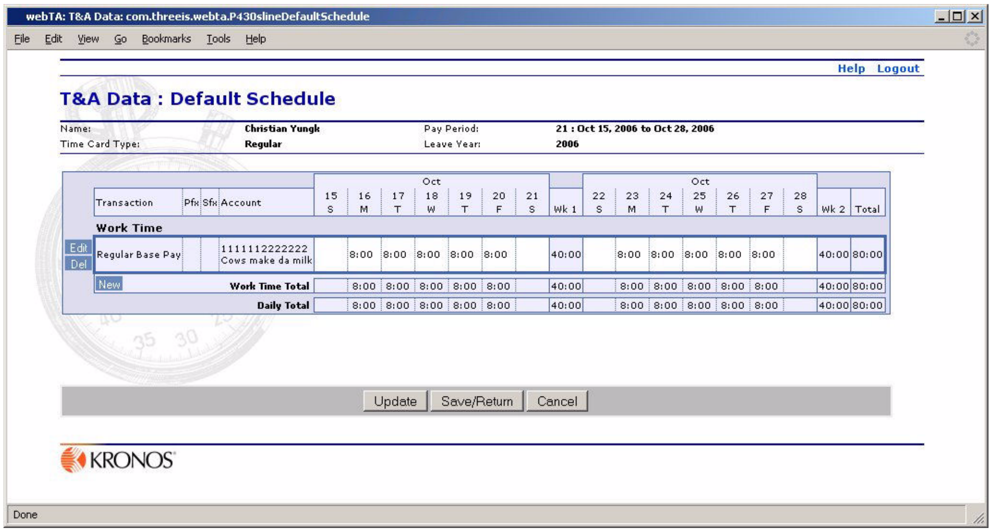
  The T&A Summary reflects exactly what appears in the edit screen.
- **Exception Processing** – Rows of time entered into the default schedule are automatically included in the employees T&A record unless the employee replaces it with entries on the Edit T&A Data page. For example, if a given day contains 8 hours in the Default Schedule, but the employee charges 4 hours to Annual Leave, only the Annual Leave line need be entered in the Edit T&A Data page. On the T&A Summary page, however, you will see the Annual Leave line (with 4 hours) and the Default Schedule line appropriately reduced to 4 hours.

  The Default Schedule lines never appear in the Edit T&A Data page, only the exceptions to the Default Schedule.

To view an employee's default schedule:

After selecting the employee from the Search Results or Select Employee page, click **Default Schedule**.

The T&A Data: Default Schedule page opens.



Correcting T&A reports

The Correction feature lets the Timekeeper or Master Timekeeper enter corrected T&A reports that are less than one year old. If the original T&A was created using webTA, the Timekeeper or Master Timekeeper will be able to modify the record. Otherwise, they will have to enter the entire record in webTA.

Corrections are performed on the Select Employee page.

To correct T&A reports:

1. After selecting the employee from the Search Results or Select Employee page, click **Correction**.

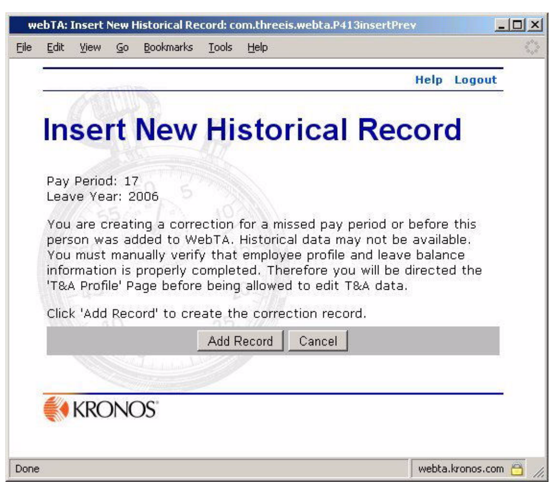
   The Timekeeper Select Previous page opens, listing the pay periods for the employee you selected.

2. Click to select the pay period that you want to correct, then click **Correction**.

   If a T&A report is available for a given pay period and is designated as *Historical*, it is copied for the correction. Make the changes that are required, and **stop here**.

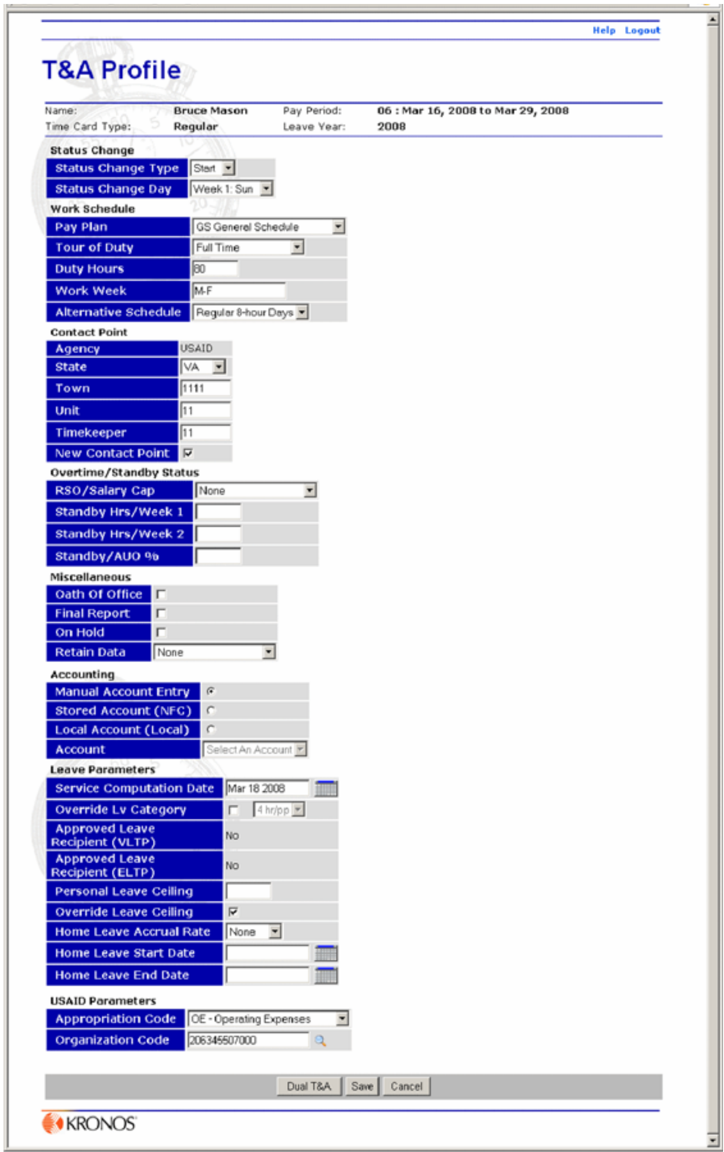
   \- OR -

   If the T&A report is not available and is designated *Missing*, the Insert New Historical Record page opens prompting you to create a new record.



3. Click **Add Record**.

   The employee's T&A Profile page opens.



4. Enter the new data, then validate and certify it as you would regular T&A.

   When the correction is completed and processed for submission to NFC, the system rolls updated leave balances forward to the new pay period, provided that all of the intervening pay period records exist in webTA.

NOTE: A correction may be deleted before certification by selecting the correction record on the Select Employee page and clicking **Delete**.

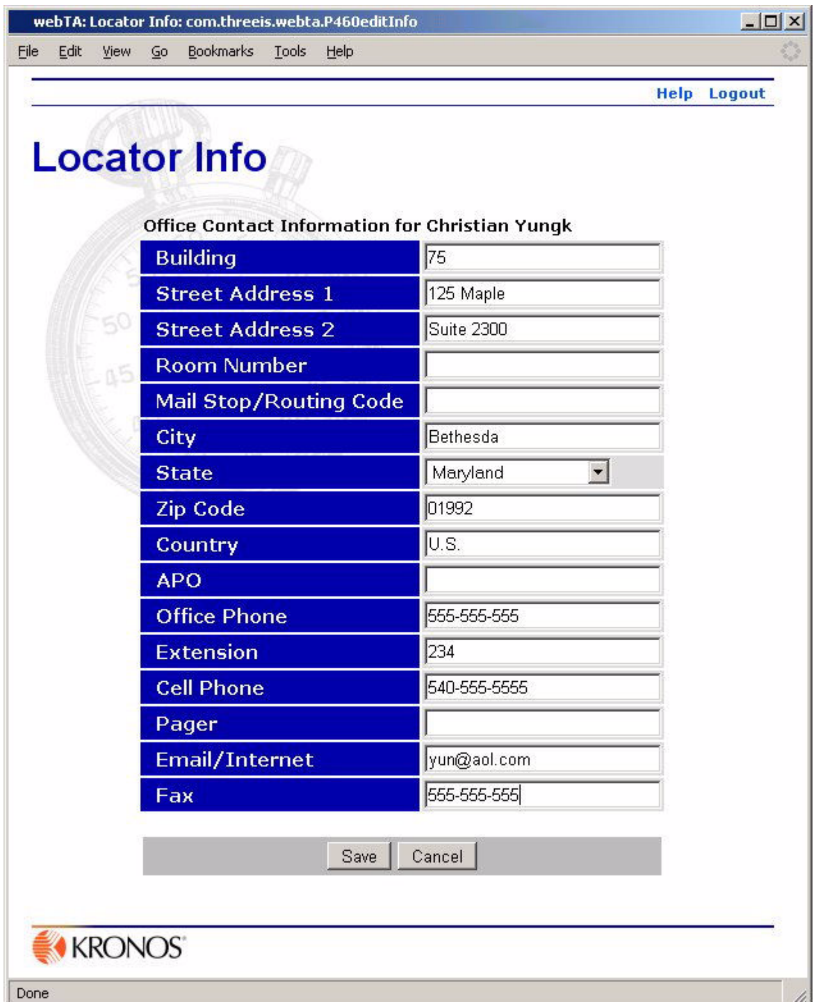
About Locator Info

The Locator Info feature lets Timekeepers or Master Timekeepers maintain contact information for employees. The information on the Locator Info page is work information. Personal information such as home address and phone number is not tracked by webTA.

To open an employee's Locator Info page:

- Select, or search for and select, the employee, then click **Locator Info**.

  The employee's Locator Info page opens.



IMPORTANT! webTA does not require that locator information be maintained, but if your agency is configured to distribute webTA tasks via e-mail, the e-mail must be entered. If the **E-mail/Internet** box is blank for an employee, task are delivered to webTA's task list only.

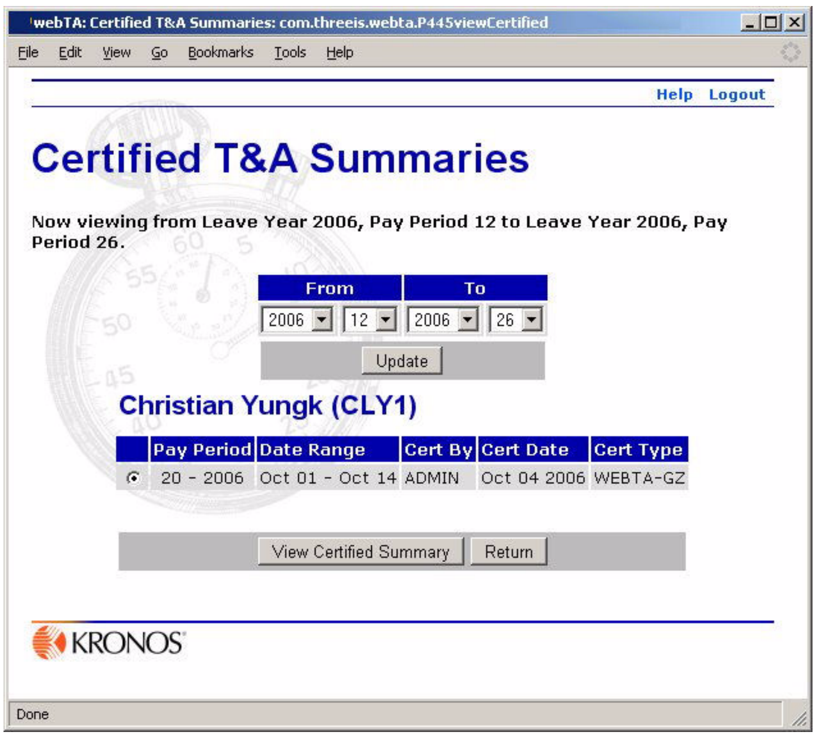
About the Certified T&As page

The Certified T&A feature lets Timekeepers or Master Timekeepers view certified T&As for the selected employee. Timekeepers have the option to restrict the range of records viewed by selecting the **To** and **From** pay periods. The range is applied when you click **Update**.

To view a specific T&A summary:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Certified T&As**.

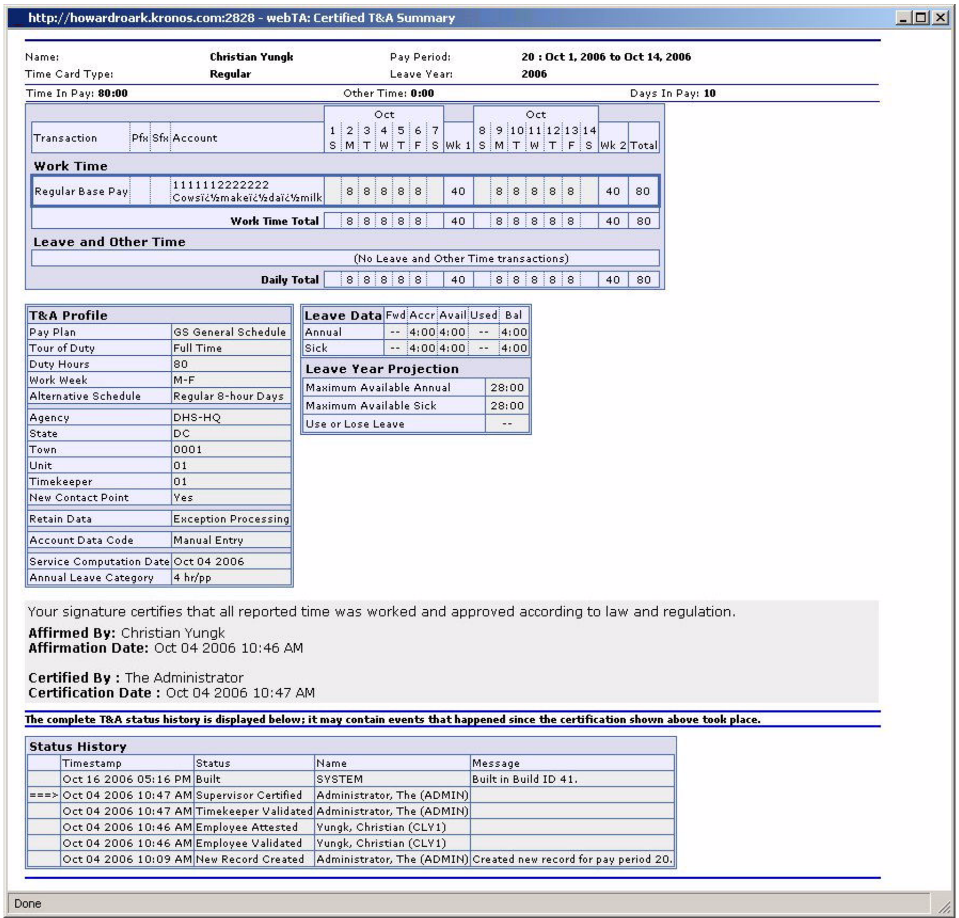
   The Certified T&A Summaries page for the selected employee opens.



3. If you want to change the range of records presented on the page, select new dates from the **From** and **To** lists, then click **Update**.

   The list of certified T&A summaries for the employee changes to reflect the changes you made.
4. Click **View Certified Summary**.

   The employee’s Certified T&A Summary page opens.



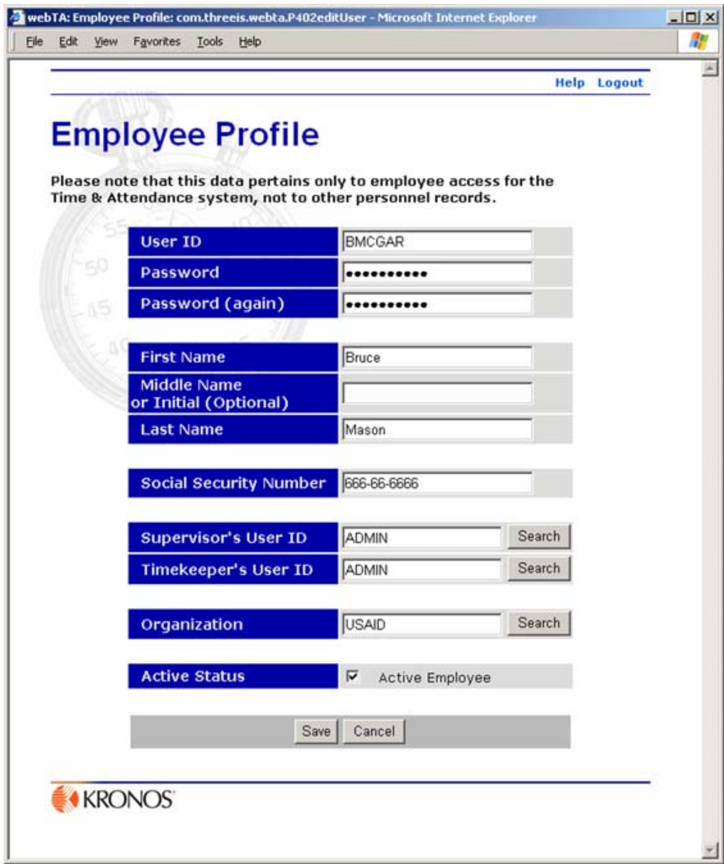
About the Employee Profile page

The Employee Profile page lets the Timekeeper or Master Timekeeper change an employee's Employee Profile information. Information that can be changed includes the employee's name, social security number, assigned Timekeeper, and assigned Supervisor.

To view or edit an employee's profile:

1. Select the employee from the Select Employee or Search Results page.
2. Click **Emp Profile**.

   The Employee Profile page for the selected employee opens.



3. If you need to modify the employee's profile, edit the employee's information as necessary, then click **Save**.

About the Leave Audit page

The Leave Audit Report is used by the Timekeeper and Master Timekeeper to reconcile historical leave records for a selected employee. The report displays a line for each pay period that has the leave type selected for the report. The Timekeeper or Master Timekeeper can select the type of leave and the start and end data range for the report.

To view an employee's leave audit report:

1. Select the employee from the search results or the Select Employee page, then clicking **Leave Audit**.

   The Leave Audit Report page opens.

2. If you want to save the leave audit report information in Adobe® PDF format, click **Download**.

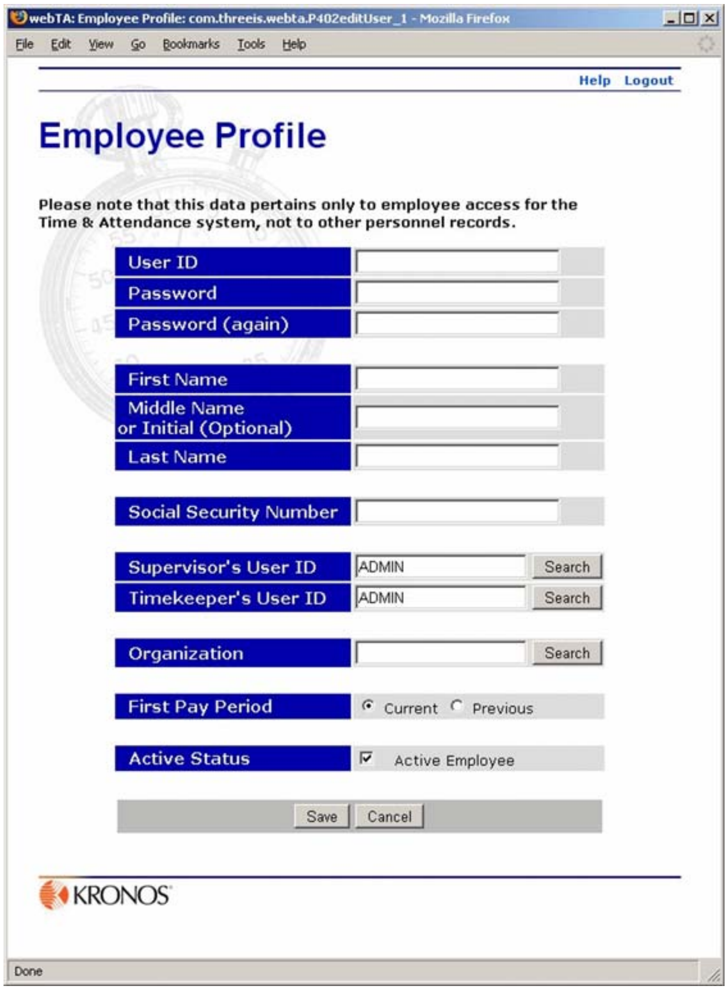
Adding employees

Employees may be entirely new in webTA or may have transferred or been reassigned to your group. Employees who are new to webTA must be added to the webTA database.

To add an employee:

1. On the Timekeeper Main Menu page, click **New**.

   A blank Employee Profile page opens.



2. Type in, or search for and select, the employee's profile information, then click **Save**.

   For detailed information about the information fields on this page, see the next section, "About Employee Profile fields".

About Employee Profile fields

Employee Profile page fields must be completed according to specific requirements, listed below under the field name.

User ID and password fields

The user ID must be unique in the webTA database. If you try to save the information with a user ID that already exists, webTA informs you that there is an error, and you must select another user ID.

Type in identical passwords on both password lines. User IDs and passwords may be up to 32 characters long. Passwords also must conform to limitations and requirements, as defined by the Administrator.

Name fields

An employee's first and last names must be typed in separate fields. You may include a suffix, such as Jr. or III, in the **Last Name** field. Do not combine an employee's first and last names and suffix in the same field.

Social Security Number

This field is required. You do not need to enter the dashes between the 3 parts of the SSN. webTA reformats the field with them when you move to the next field.

Supervisor's User ID

The employee's Supervisor's user ID. You can specify the Supervisor either by entering their user ID or by clicking **Search** to locate the Supervisor by name.

Timekeeper's User ID

The employee's Timekeeper's user ID. You can specify the employee's Timekeeper either by entering their user ID or by clicking **Search** to locate the employee's Timekeeper by name.

Organization

This indicates the employee's organization. In some installations of webTA, the agencies are subdivided into organizations for HR Administration purposes. You can either type in the Organization name or click **Search** to select the organization from a list.

First Pay Period

This option appears only in the pay period when an employee is first added to webTA. It lets you specify the pay period to which the new record applies. If the person started within the current pay period, select **Current**. If the person started in the previous pay period, click **Previous**.

IMPORTANT! This value must be entered correctly. Once a transmission record has been built for an employee, the record can not be changed.

Active Status

This check box indicates whether the employee is active (that is, eligible to use webTA) or inactive.

To activate an employee, click to select the **Active Employee** check box. (This check box is selected by default when a new employee record is created.) If an employee becomes inactive, click to clear the check box.

When employees are inactivated, none of their records are deleted from the system, but they will no longer be able to log into the T&A system, and their records are ignored during verification, certification, and transmission file builds.

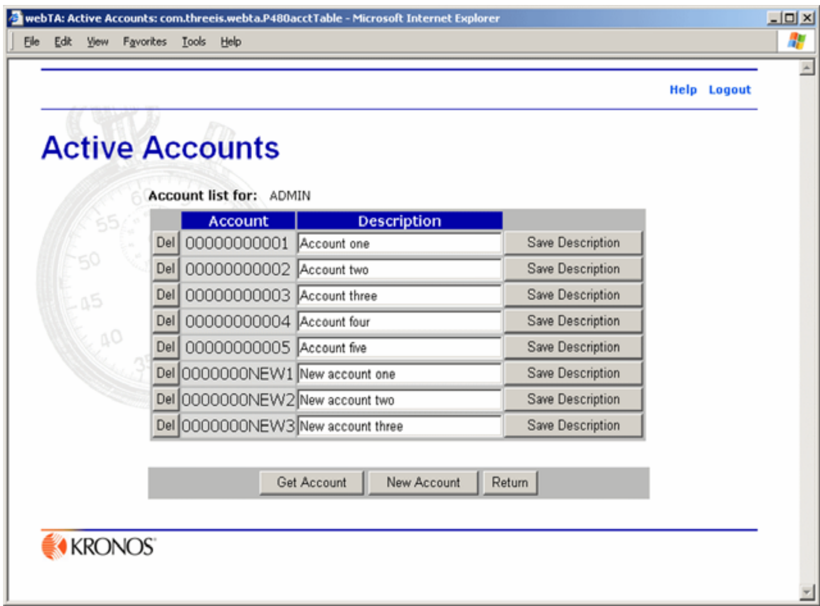
Managing accounts

In webTA, timekeepers can add existing accounts to their list of active accounts, delete accounts from their lists, create new accounts, and change account descriptions.

To add an existing account to your accounts list:

1. On the Timekeeper Main Menu page, click **Accounts**.

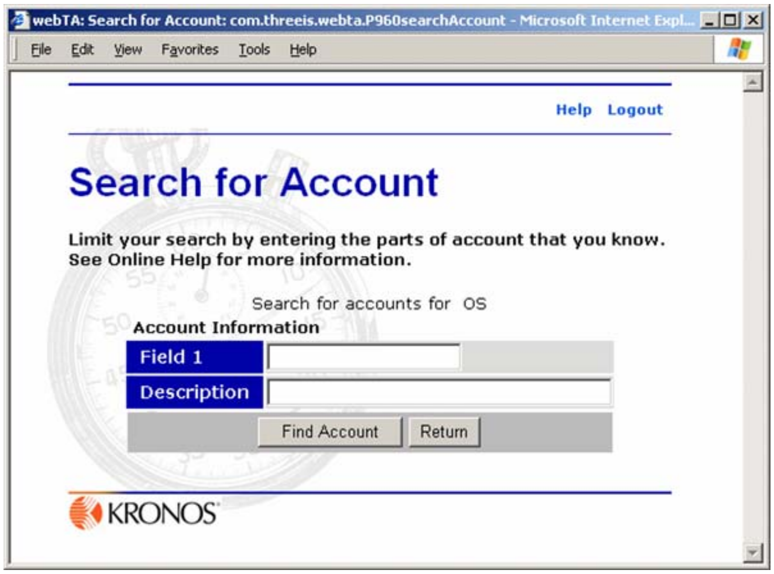
   The Active Accounts page opens listing available accounts and their descriptions.



   Above the list of accounts is a section titled **Account list for** showing which Timekeeper the current account list belongs to.

2. Click **Get Account**.

   The Search for Account page opens.



3. Type as much as you know of the account number and description in the **Field 1** and **Description** boxes.

   Note: Typing a partial account number or description will return any accounts whose account numbers or descriptions contain the information you entered. Leaving both boxes empty will return a list of all the accounts available to you.

4. Click **Find Account**.

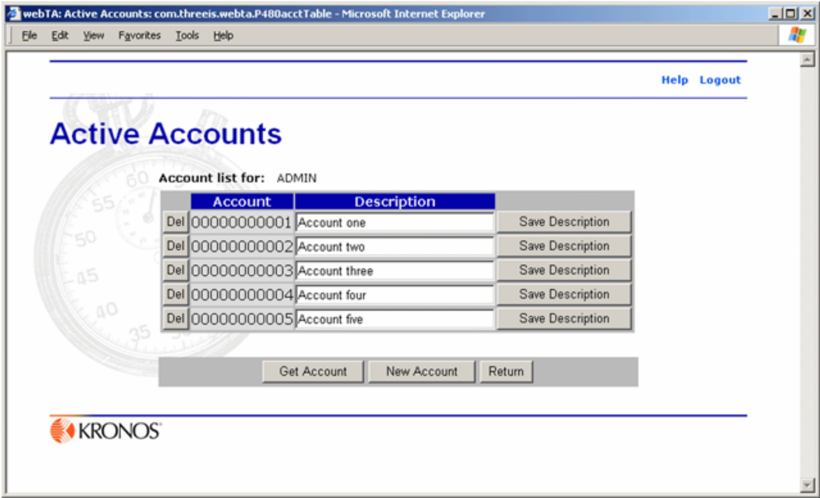
   The Browse for Account page opens listing all the accounts meeting your search criteria.

   For example, if we type “new” in the description box, all accounts containing the word “new” in their descriptions are listed in the Browse for Account page account list:

To create a new account:

1. On the Timekeeper Main Menu page, click **Accounts**.

   The Active Accounts page opens listing available accounts and their descriptions.

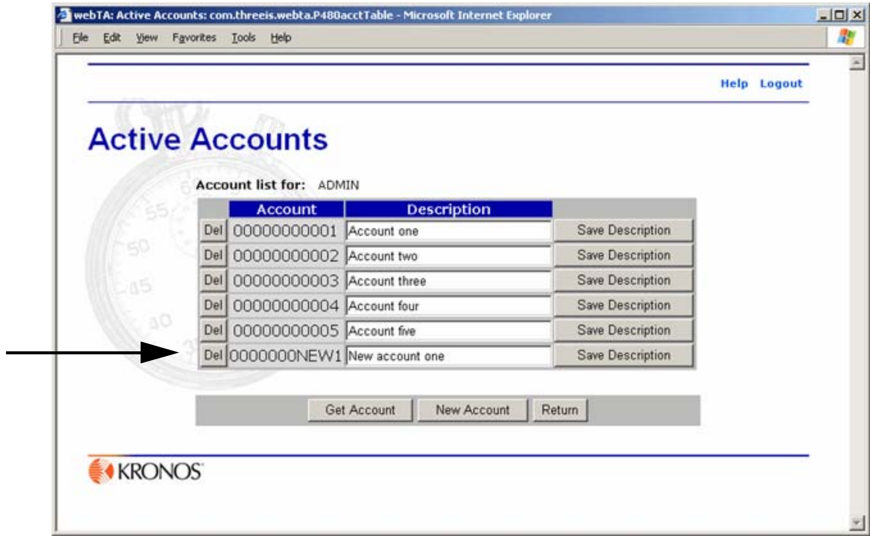


2. Click **New Account**.

   The Account Creation Wizard page opens.

3. Type the new account number in the **Field 1** box, then type a description for the new account in the **Description** box.
4. Click **Finish**.

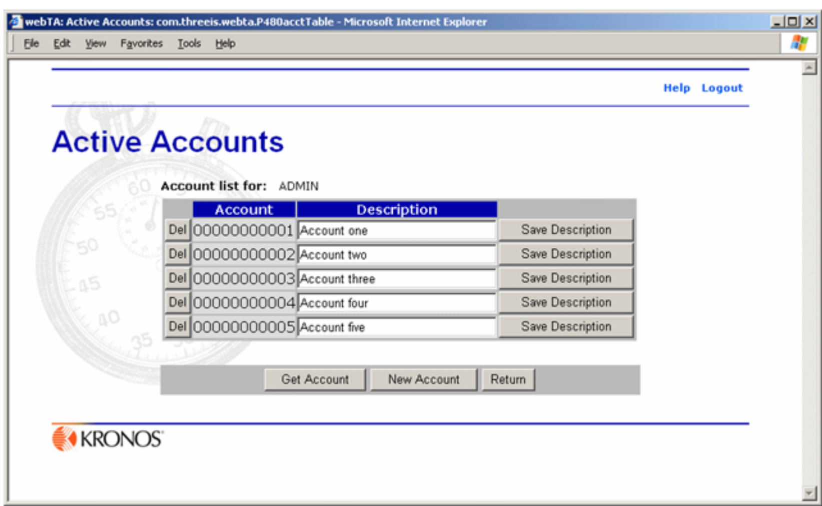
   webTA adds the account you created to the Active Accounts page accounts list.



To delete an account:

1. On the Timekeeper Main Menu page, click **Accounts**.

   The Active Accounts page opens listing available accounts and their descriptions.



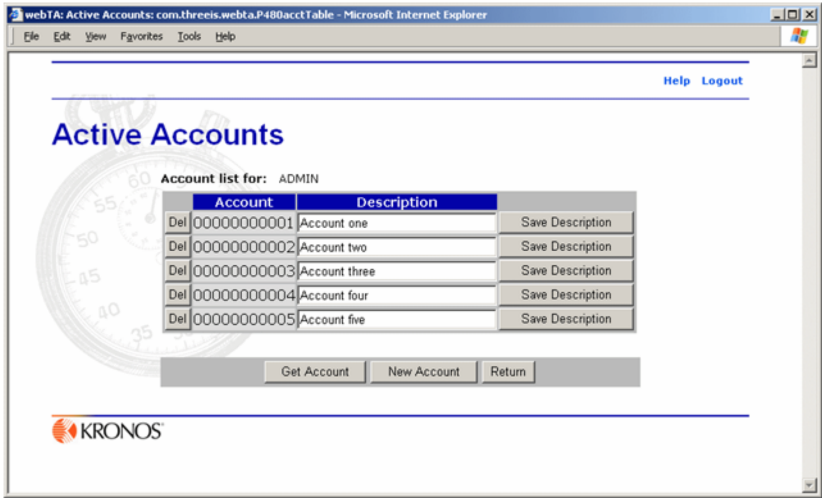
2. Click **Del** next to the account you want to remove.

   webTA deletes the account from the active accounts list.

To change an account description:

1. On the Timekeeper Main Menu page, click **Accounts**.

   The Active Accounts page opens listing your accounts and their descriptions.



2. Type a new description in the account's **Description** box, then click **Save Description**.

   Note: Any changes you make to an account description are visible to anyone who uses that account.

   webTA saves the description for the account.

About webTA reports

These webTA reports are available to timekeepers:

- View Agency Status
- Default Schedule
- Final Timecards
- New Employee
- Uncertified T&As
- Unvalidated T&As

View Agency Status report

This report outlines the current state of T&A records for an agency for a specified pay period range. Timekeepers may generate this report only for employees assigned or delegated to them.

The report shows:

- The pay period included in the report
- Organization and agency
- Employee location information and codes,
- Number of active employees
- T&A pending, on hold, validated, certified, and built

Timekeepers may set a pay period range and whether or not to exclude delegates (that is, to include only employees assigned directly to them for this report) when setting up the report parameters.

Default Schedule report

This report shows schedules for all of your employees who have default schedules set up.

The report shows:

- Employees' names and user IDs
- Employees' alternative schedule types
- Daily hours for the pay period
- The total of each employee's default scheduled hours

Final Timecards report

This report lists the names, user IDs, Timekeeper's IDs, and Supervisor's IDs for employees with a final time card.

Results are restricted to employees assigned to you. If you do not have your organization set in your employee profile, then the report will be empty. Similarly only those employees who have their organizations set in their employee profiles will be displayed in the report.

New Employee report

The report lists the first and last names of new employees assigned to you, their user IDs, their Timekeeper's and Supervisor's user IDs, and their organization. Employees remain new until one of their timecards is included in a build.

Uncertified Timecards report

This report lists time cards for employees assinged to you that are uncertified. The report shows the names of the employees, their user IDs, their Timekeeper's and Supervisor's' user ID, organization, and the pay period for the uncertified time card. Each uncertified time card appears on a separate line in the report.

Unvalidated Timecards report

This report lists time cards for employees assinged to you that are have not been validated. The report shows the names of the employees, their user IDs, their Timekeeper's and Supervisor's' user ID, organization, and the pay period for the uncertified time card. Each unvalidated time card appears on a separate line in the report.

Generating the View Agency Status report

The agency status report outlines the current state of webTA for a given agency, and displays the state of all records for a specified pay period range.

Timekeepers can generate the report only for employees and delegates assigned to them.

The Agency Status Report generates a line for each Timekeeper in the system that includes incompletely processed records for pay periods that have ended. If there are no records in the report, all records have been fully processed.

The report shows, by organization and according to the pay period range chosen, the totals of time cards that are pending, on hold, validated, certified, and built.

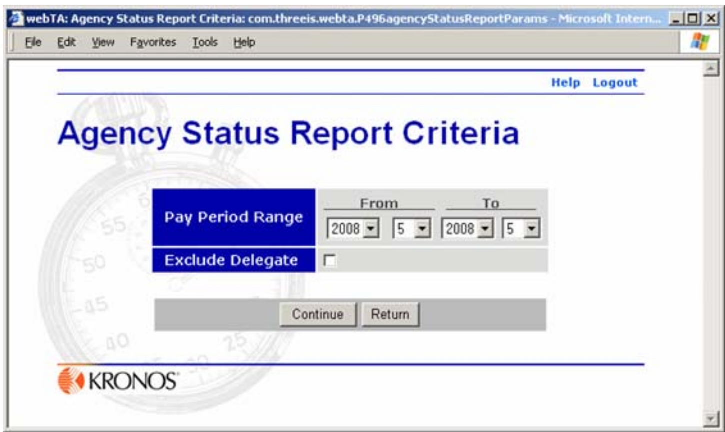
To generate the View Agency Status report:

1. On the Timekeeper Main Menu page, click **Reports**.

   The HR Administrator Reports Menu page opens.

2. Click **Status**

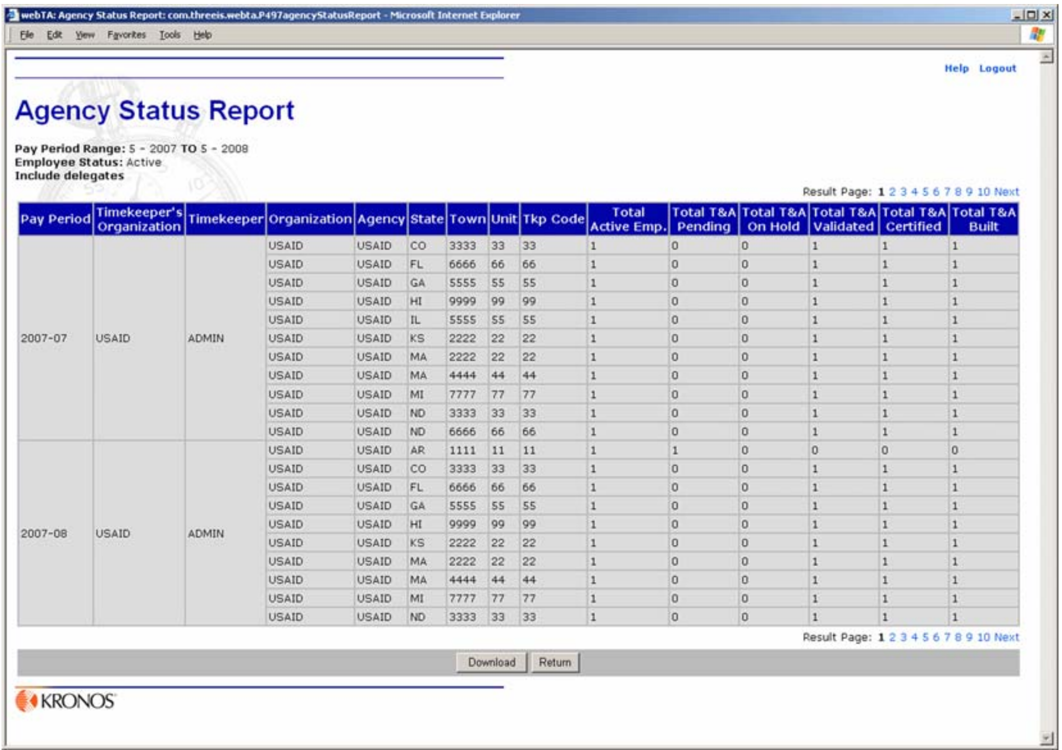
   The Agency Status Report Criteria page opens.



3. Select the beginning and ending dates for the pay period range and the status you want the report to be generated for.

4. If you want to exclude delegate data from the report, click to select **Exclude Delegate**.

   The status report opens.



Pay Period	Timekeeper's Organization	Timekeeper	Organization	Agency	State	Town	Unit	Tkp Code	Total Active Emp.	Total T&A Pending	Total T&A On Hold	Total T&A Validated	Total T&A Certified	Total T&A Built
2007-07	USAID	ADMIN	USAID	USAID	CO	3333	33	33	1	0	0	1	1	1
			USAID	USAID	FL	6666	66	66	1	0	0	1	1	1
			USAID	USAID	GA	5555	55	55	1	0	0	1	1	1
			USAID	USAID	HI	9999	99	99	1	0	0	1	1	1
			USAID	USAID	IL	5555	55	55	1	0	0	1	1	1
			USAID	USAID	KS	2222	22	22	1	0	0	1	1	1
			USAID	USAID	MA	2222	22	22	1	0	0	1	1	1
			USAID	USAID	MA	4444	44	44	1	0	0	1	1	1
			USAID	USAID	MI	7777	77	77	1	0	0	1	1	1
			USAID	USAID	ND	3333	33	33	1	0	0	1	1	1
			USAID	USAID	ND	6666	66	66	1	0	0	1	1	1
2007-08	USAID	ADMIN	USAID	USAID	AR	1111	11	11	1	1	0	0	0	0
			USAID	USAID	CO	3333	33	33	1	0	0	1	1	1
			USAID	USAID	FL	6666	66	66	1	0	0	1	1	1
			USAID	USAID	GA	5555	55	55	1	0	0	1	1	1
			USAID	USAID	HI	9999	99	99	1	0	0	1	1	1
			USAID	USAID	KS	2222	22	22	1	0	0	1	1	1
			USAID	USAID	MA	2222	22	22	1	0	0	1	1	1
			USAID	USAID	MA	4444	44	44	1	0	0	1	1	1
			USAID	USAID	MI	7777	77	77	1	0	0	1	1	1
			USAID	USAID	ND	3333	33	33	1	0	0	1	1	1

5. If you want to open the report in Microsoft® Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

   \- OR -

   If you want to download the report in Microsoft® Excel .XLS format, click to select **Save to Disk**, then click **OK**.

Generating the Default Schedule report

The default schedule lists all the employees for a timekeeper who are using default schedules. The information displayed in the default schedule report includes the employee name, employee ID, and the employee's alternative schedule type followed by daily hours for the pay period, and the total hours for the entire default schedule pay period.

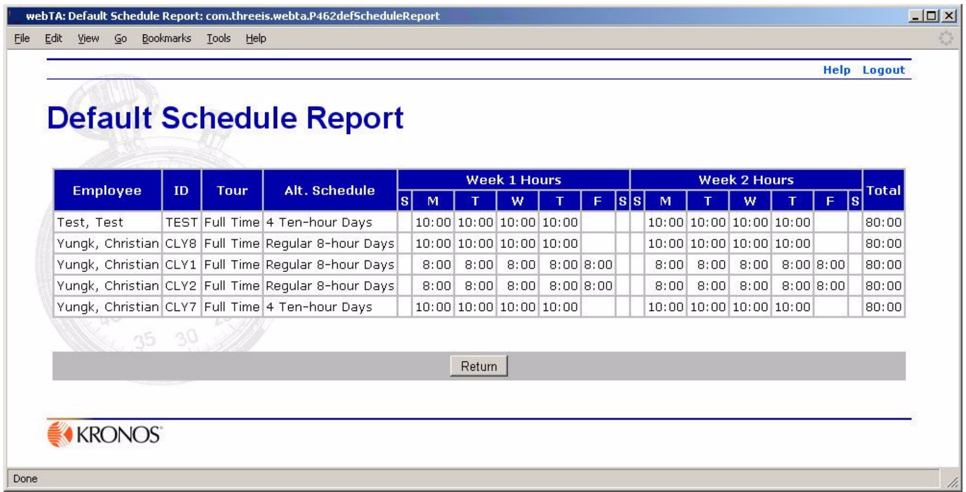
To generate a Default Schedule report:

1. On the Timekeeper Main Menu page, click **Reports**.

   The Timekeeper Reports Menu page opens.

2. Click **Def. Schedule**.

   The report opens.



Generating the Final Timecards report

This report requires that you directly enter Social Security numbers when webTA is configured not to display these numbers. Consequently, because Social Security numbers are not visible, any results obtained by using webTAs search function will not include employee Social Security numbers.

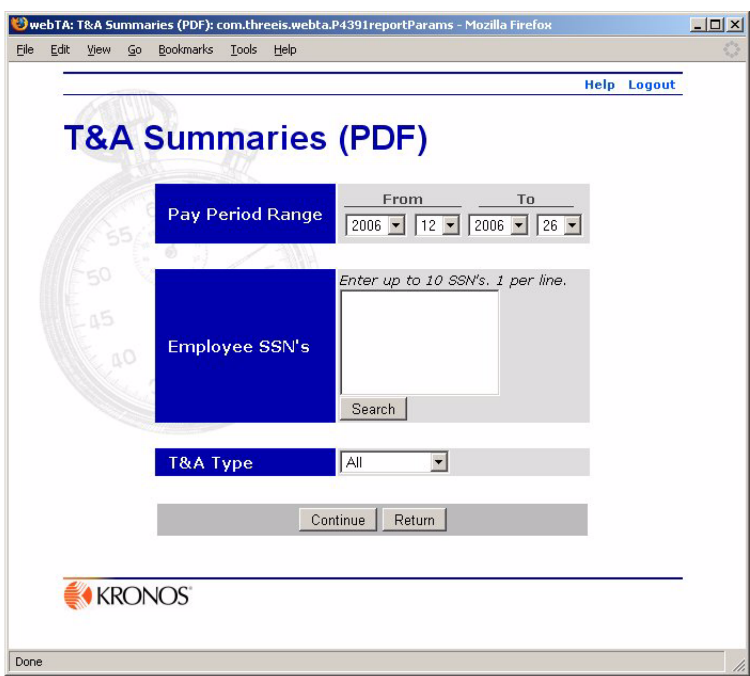
To generate a Final Timecards report:

1. On the Timekeeper Main Menu page, click **Reports**.

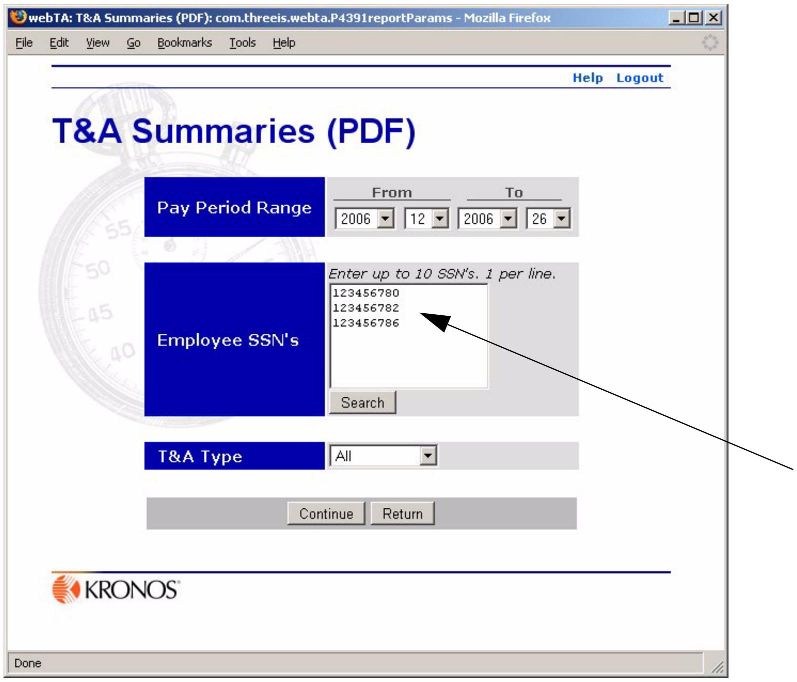
   The Timekeeper Reports Menu page opens.

2. Click **T&A Summaries**.

   The T&A Summaries (PDF) page opens.

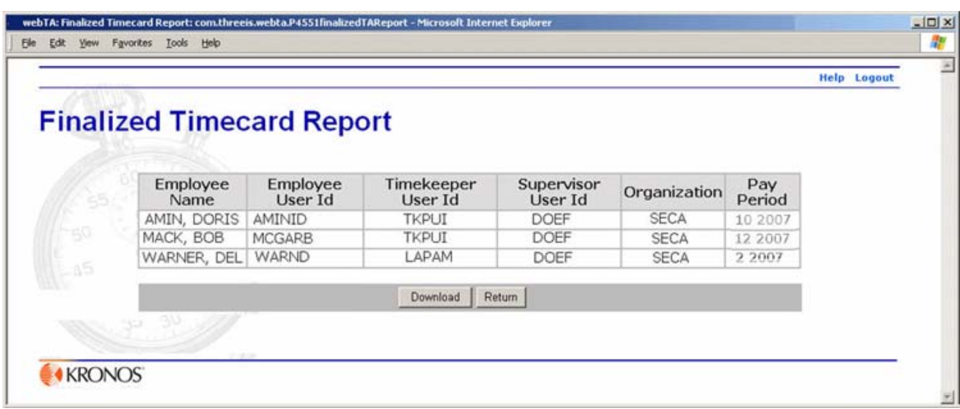


3. Select the pay period range you want summaries for by selecting from the **From** and **To** date lists.
4. Select the T&A type from the **T&A Type** list.
5. Type in the Social Security numbers for all employees who you want included in the report



6. When you are finished adding employees, click **Continue**.

   webTA generates the report.



7. If you want to open the report in Microsoft® Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

   - OR -

   If you want to download the report in Microsoft® Excel .XLS format, click to select **Save to Disk**, then click **OK**.

Generating the New Employee report

The New Employee report lists new employees and their user IDS, SSNs, Supervisor's and Timekeeper's IDS, organizations, and the pay period

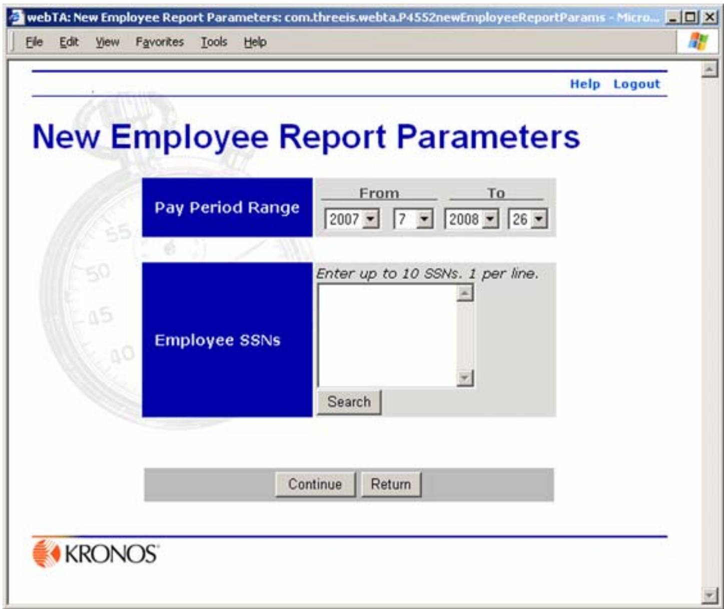
To generate a New Employee report:

1. On the Timekeeper Main Menu page, click **Reports**.

   The Timekeeper Reports Menu page opens.

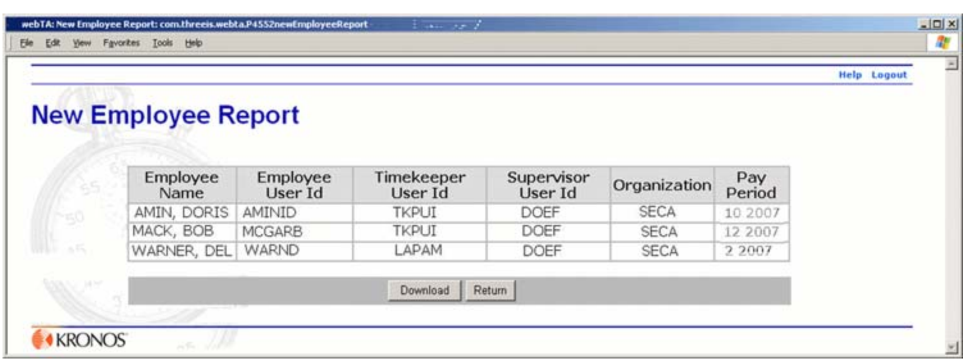
2. Click **New Emps**.

   The New Employee Report Parameters page opens.



3. Select the beginning and ending pay periods for the report.
4. In the **Employee SSNs** box, type in the Social Security numbers for the employees you want to include in the report.
5. Click **Continue**.

   webTA generates the report.



6. If you want to open the report in Microsoft® Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

   \- OR -

   If you want to download the report in Microsoft® Excel .XLS format, click to select **Save to Disk**, then click **OK**.

Generating the Uncertified Timecards report

This report lists the name of the employee, their user ID, their SSN (if configured), their Timekeeper's ID, and their Supervisor's ID, organization, and pay period for employees assigned to you whose timecards have not been certified.

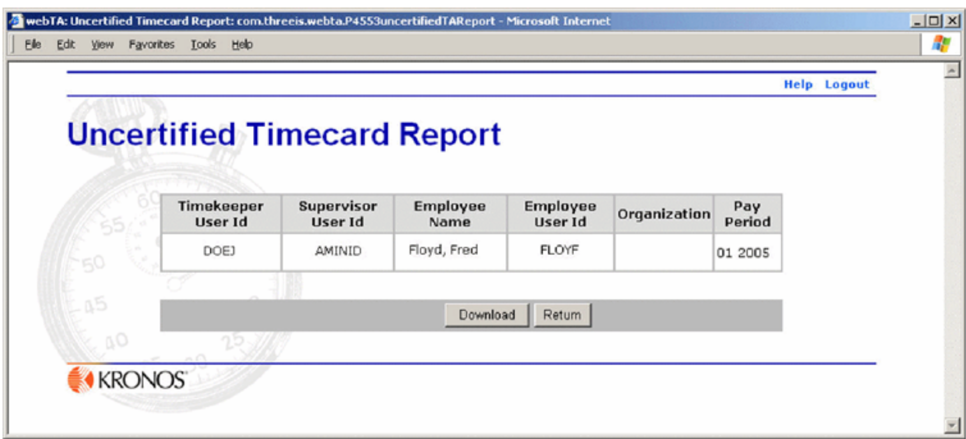
To generate an Uncertified Timecards report:

1. On the Timekeeper Main Menu page, click **Reports**.

   The Timekeeper Reports Menu page opens.

2. Click **Uncertified T&As**.

   The Uncertified Timecard report opens.



3. If you want to open the report in Microsoft® Excel, click **Download**, click to select **Open with Microsoft Excel**, then click **OK**.

   \- OR -

   If you want to download the report in Microsoft® Excel .XLS format, click to select **Save to Disk**, then click **OK**.

Generating the Unvalidated Timecards report

This report lists employees' names, user IDs, SSNS (if configured), Timekeeper's IDs, and Supervisor's IDs of employees whose time cards have not been validated.

Results are restricted to your employees.

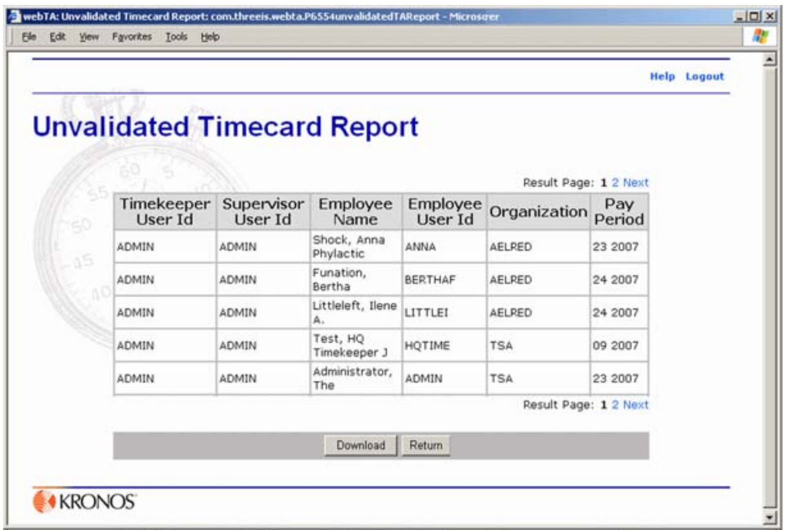
To generate the Unvalidated Timecards report:

1. On the Timekeeper Main Menu page, click **Reports**.

   The Timekeeper Reports Menu page opens.

2. Click **Unvalidated T&As**.

   The Unvalidated Timecard Report opens.



3. If you want to view the report, click **Download**, then click **Open**.

   - OR -

   If you want to save the report in Microsoft© Excel .XLS format, click **Download**, click **Save**, navigate to the location where you want to save the file, then click **OK**.

Delegating your webTA Timekeeper role

Timekeepers typically designate a delegate in case of their absence. (You are not required to create delegates, but it is recommended to assign at least one.) As a Timekeeper, you may delegate your webTA Timekeeper role to as many alternates as you want to. The delegates you designate have the same rights to administer webTA records as the original Timekeeper.

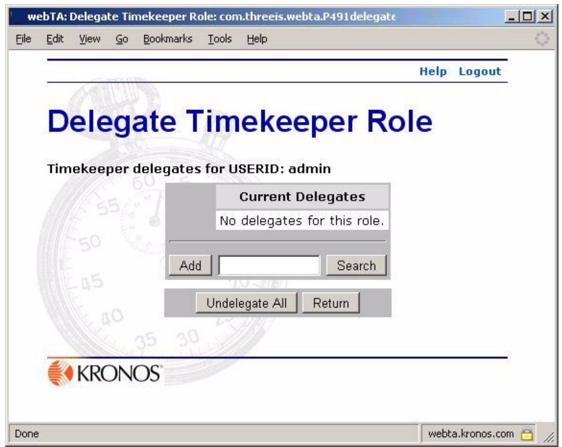
Delegated authority remains in effect until you remove the user ID of the delegate from the list of delegates.

If you have more than one privileged role in webTA (such as being both a Timekeeper and Administrator), you must separately delegate each role. The Main Menu page from which you access the delegate function determines the role you delegate.

To assign your Timekeeper role to a delegate:

1. Click **Delegate** on the Timekeeper Main Menu page.

   The Delegate Timekeeper Role page opens.



2. Type the employee's user ID in the text box, or search for and select the employee, then click **Add**.

   webTA assigns the delegate, and her name and user ID appear in the Current Delegates list.

To remove delegates:

1. Click **Delegate** on the Timekeeper Main Menu page.

   The Delegate Timekeeper Role page opens.
2. If you want to remove one delegate in the list, click **Del** next to the delegate you want to remove.

   - OR-

   If you want to remove all delegates, click **Undelegate All**.

Taking over the Timekeeper role for an employee

When an employee who is already in the webTA database transfers among agencies or within your office, you can reassign the person to yourself using the Take Over as Employee's Timekeeper function.

New employees to the department who are not already a part of webTA must be entered using the Add User function on the Select Employee page.

When you take over an employee, his Contact Point information is changed to your Timekeeper Profile data.

When you reassign an employee, an informational task is generated to inform the employee's previous Timekeeper and the Administrator of the employee's reassignment.

To take over the Timekeeper role:

1. On the Timekeeper Main Menu page, click **Take Over**.

   The Take Over as Employee's Timekeeper page opens.

2. Type the employee's user ID in the text box, or search for and select, the employee.

   The employee's user ID appears in the Employee User ID box.

3. Click **Take Over**.

   webTA assigns you as Timekeeper for the employee, and returns you to the Timekeeper Main Menu.